



**CITY OF
MONTPELIER
MONTPELIER,
VERMONT**

Agenda for City
Council Meeting
Wednesday,
November 15, 2017
6:00 P.M.

- 1) Call to Order by the Mayor
- 2) 17-350. Review and Approve Agenda
- 3) 17-351. General Business and Appearances
- 4) 17-352. Consideration of the Consent Agenda
 - a) Rally for the Planet Street Closure
 - b) Award engineering contract for Main/Barre Street Scoping study.
 - c) Installation of new fiber optic communication lines at the Water Resource Recovery Facility (WRRF)
 - d) Bills
 - e) Ratification of Montpelier Police Union contract for July 1, 2017 through June 30, 2020. (Addendum to Agenda)
- 9) 17-357. Asset Management Software
- 11) 17-359. Downstreet Public Hearing
- 5) 17-353. Aging in Place

- 6) 17-354. Parklet Ordinance, 2nd Reading
- 7) 17-355. Wayfinding signs
- 8) 17-356. Alternative Transportation Fund 5 Year Plan
- 10) 17-358. E911 Compliance
- 12) 17-360. Budget Preview (including staffing and 5-year plan)
- 13) 17-361. TIF Update
- 14) 17-362. Other Business
- 15) 17-363. Council Reports
- 16) 17-364. Mayor's Report
- 17) 17-365. City Clerk's Report
- 18) 17-366. City Manager's Report
- 19) Adjournment



CITY COUNCIL Agenda Item #17-352(a)

Date: November 15, 2017

Consent X Discussion _____

SUBJECT: Consideration of a Street Closure Permit Application, Vermont Youth Lobby's Rally for the Planet, April 12, 2018.

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Approve a Street Closure Permit Application from Vermont Youth Lobby for the closure of the Bailey Avenue extension from the High School to State Street onward to the State House on Thursday, April 12, 2018 from 9:30 A.M. to 11:00 A.M. for their Rally or the Planet.

RELATED COUNCIL GOAL/PRIOR ACTION: This would be the 3rd year the event has been held.

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: Requests for street closures require Council approval.

BACKGROUND INFORMATION: The City's new Street Closure Permit Application has a section which shows that Police, Public Works, Fire and Montpelier Alive have reviewed and signed off on these applications. Another step in the new Street Closure Policy is that if the request is for State, Main, Langdon or Elm Streets or adjacent parking lots, the City will provide public notification of both the proposed closure and the date the Council will consider this request. If this request is approved, the organizers will then provide written notice of their event to all nearby property owners.

SUPPORTING DOCUMENTS: Street Closure Application

INTERESTED PARTIES: Property owners/businesses on State Street; Vermont Youth Lobby; Fire; Police and Public Works

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", is written over the City Manager's Approval line.



Street Closure Permit Application

1. Event Sponsor

Name: Matt Hennen Tom Sabo Adam Maxwell	Email: mhenchen@wwsu.org toms@mpsvt.org amaxwell@vpirg.org
Address: 141 Wade Road Moretown VT, 05660	
Cell Phone: (802) 324-4521	Other Phone:

2. Event Details

Name of Event: Vermont Youth Lobby - Rally for the Planet	
General description of the event (1 to 3 sentences): Students from several Vermont middle, secondary, and postsecondary schools will meet at Montpelier High School and then walk to the Statehouse lawn to meet with their local representatives and voice their opinions on the issue of climate change and other youth related issues.	
Date of Event: Thursday, April 12th 2018	Start and End Time of Event: 10:15am - 10:45am
Street(s) to be Closed - Please provide a sketch of the event layout. See Attached Google Map	
Time Street will close (recommend up to an hour before event): 9:30am	Time Street will reopen (recommend 30 minutes after the event ends): 11:00am
Number of Staff/Volunteers on site for Event: 30-50	
Number of people expected at event: 500 - 1500	Number of vendors and/or entertainers who will participate: NA

3. Community Support

Is this a reoccurring event in Montpelier? Yes, this is the third year and we plan additional events such as this	If no, do you have experience elsewhere with such events? Please explain.
How does this event benefit the public (as outlined in the Street Closure Policy)? This special event is designed to bring young Vermonters together with their elected officials to discuss political issues that matter most to them. This benefits all young Vermonters, as well as the general public, because it contributes to a more engaged and informed citizenry.	

4. Public Safety and Public Health

Please describe any discussions or arrangements that the Event Sponsor has made with public safety or public works professionals in Montpelier.

We are requesting a permit to use the Statehouse lawn and will make arrangements for portable toilets, as well as trash, recycling, and compost facilities.

What arrangements have been made for food, water, and toilet facilities (if applicable)?

As we did last year, Hartigans will be providing us with portable toilets. The only food being served will be ice cream provided by Ben and Jerry's. We will secure approval to two parking spaces on State St. to serve this purpose.

What arrangements have been made to assure that litter will be cleaned up and disposed of and that trash and recycling containers will be provided?

We will have ample trash, recycling, and composting bins available and are encouraging all participants to bring a zero-waste lunch. Our staff will also ensure the lawn and parade route is spotless after the event - as it was last year.

If additional law enforcement officials will be hired for your event, please list:

We do not anticipate this need.

Please note any other unique aspects of this event:

Nothing out of the ordinary. There will be some students chanting slogans, but no amplification during the march other than a few bullhorns used by the parade marshals.

Will noise levels or hours exceed the city's noise ordinance? If so, will this event require a request for variance from the noise ordinance? No

5. Accessibility

As this event will take place on public property, I, as the Event Sponsor, attest that this event and all related programming and facilities meet the Americans with Disabilities Act accessibility requirements. These requirements are available at the City's website.

Street Closure Permit Application

Matthew N. Henchen

Signature

Matthew N Henchen

Printed Name

10/05/17

Date

6. Signature

I, the undersigned, certify that the information provided above is valid and I will abide by any additional provisions note by Officials below. I acknowledge that I have read and understand the Montpelier Street Closure policy and that I am responsible for compliance with all requirements contained in that policy. I also agree to be onsite for the duration of the above mentioned street closure.

Matthew N. Henchen

Signature

Matthew N Henchen

Printed Name

10/05/17

Date

For Official Use Only

The following parties have reviewed and approved:

Approved	Department	Signature	Conditions/Comments
☐	Police Department		
☐	Public Works		
☐	Fire Department		
☐	Montpelier Alive		
☐	Other as needed: _____		

This permit request was reviewed at the (month, day, year) _____ City Council meeting. This permit request was:

APPROVE

DENIED

Street Closure Permit Application

FOR OFFICIAL USE ONLY

The following parties have reviewed and approved:

POLICE	
Reviewed by: <u>Chief Tony Fucos</u> Print Name <u>[Signature]</u> Signature <u>10/31/2017</u> Date	☐ Reviewed – recommend approval with no conditions ☒ Reviewed – recommend approval with conditions: <i>Police to control traffic (SRU coming) to protect rear of the march.</i> ☐ Reviewed – do not recommend approval
PUBLIC WORKS	
Reviewed by: <u>Thomas McArdle</u> Print Name <u>[Signature]</u> Signature <u>11/1/17</u> Date	☐ Reviewed – recommend approval with no conditions ☒ Reviewed – recommend approval with conditions: <i>Adequate advance warning recommended via signage, media, etc.</i> <i>Traffic control devices applicable to street closure to include full detour package for alternate routes.</i> ☐ Reviewed – do not recommend approval
FIRE DEPARTMENT	



Street Closure Permit Application

Reviewed by: <u>Robert Gowar</u> Print Name <u>[Signature]</u> Signature <u>10-31-17</u> Date	☒ Reviewed – recommend approval with no conditions ☐ Reviewed – recommend approval with conditions: ☐ Reviewed – do not recommend approval
MONTPELIER ALIVE	
Reviewed by: <u>Ashley Wib</u> Print Name <u>[Signature]</u> Signature <u>Oct 30, 2017</u> Date	☒ Reviewed – recommend approval with no conditions ☐ Reviewed – recommend approval with conditions: ☐ Reviewed – do not recommend approval
OTHER	
Reviewed by: _____ Print Name _____ Signature _____ Date	☐ Reviewed – recommend approval with no conditions ☐ Reviewed – recommend approval with conditions: ☐ Reviewed – do not recommend approval

This permit request was reviewed at the _____ City Council

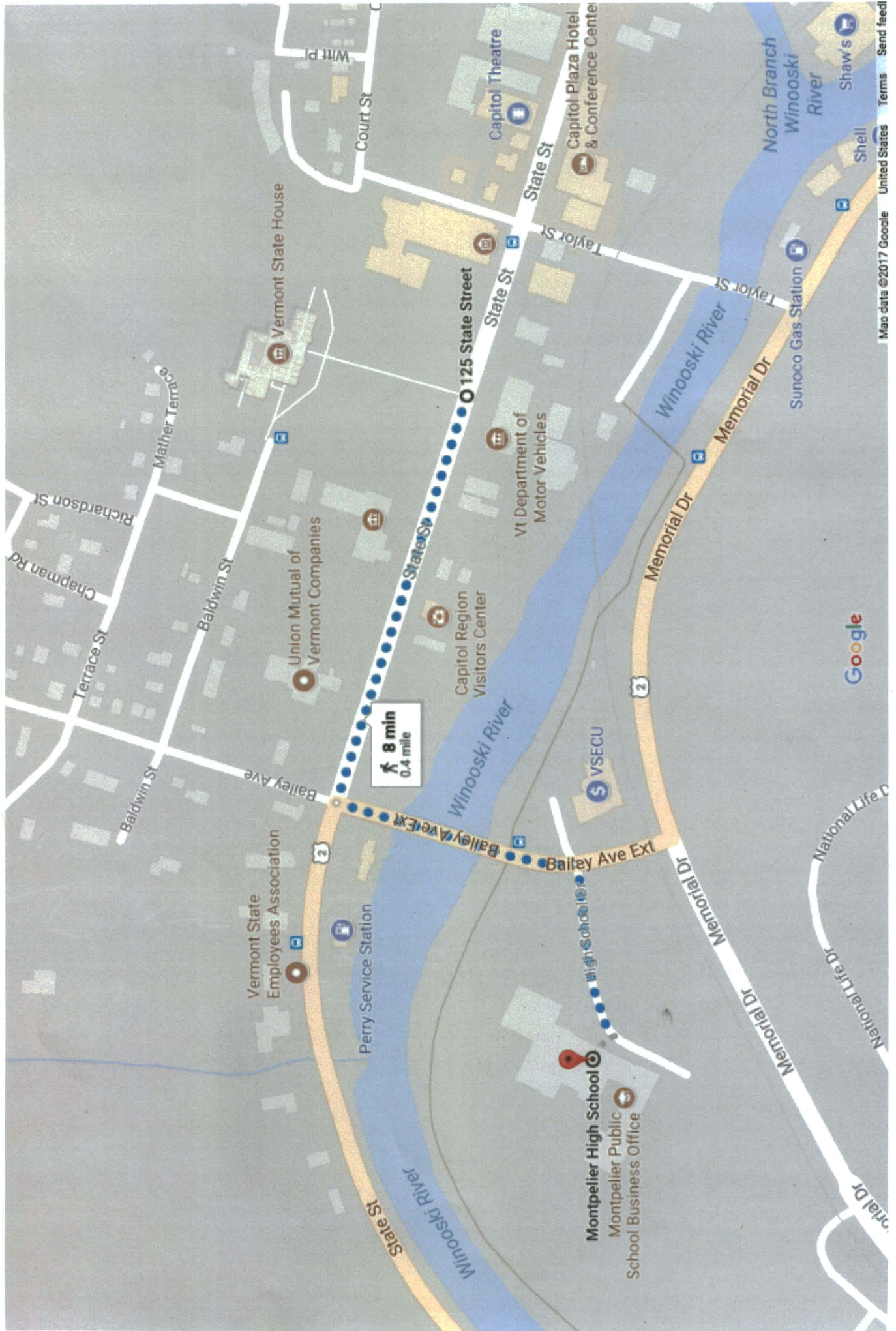


Street Closure Permit Application

(MONTH/DAY/YEAR)

meeting. This permit request was:

APPROVED _____ DENIED _____





SUBJECT: Recommendation of engineering contract award for Main Street/Barre Street Scoping Study (Montpelier STP BP16(13))

SUBMITTING DEPARTMENT: Public Works/Montpelier Transportation Infrastructure Committee

RECOMMENDED ACTION: Award of the engineering contract for the Main Street/Barre Street Scoping Study to DuBois & King. Designate City Manager as duly authorized agent.

RELATED COUNCIL GOAL/PRIOR ACTION: C. Public Safety & F. Quality of Life

EXPENDITURE REQUIRED: \$17,998

SOURCE OF FUNDS: CIP, Alternative Transportation Fund

LEGAL REQUIREMENTS: None

BACKGROUND INFORMATION: City of Montpelier received a State Bicycle and Pedestrian Program Grant for a scoping study on Main Street and Barre Street. The study will focus on options for improved bicycle and pedestrian connectivity on Main Street from Memorial Drive to the traffic circle as well as on Barre Street from Main Street to the Recreation Center. Aspects such as public concerns/input, surrounding land use, right of way, natural and cultural resource constraints, permitting requirements, and utilities will be considered for each alternative.

The Montpelier Transportation Infrastructure Committee selected DuBois & King from a list of consultants who have been pre-approved by VTrans for this type of work. DuBois & King's proposed cost to complete the study is \$35,996. This falls within the budgeted amount for this work. Based on the conditions of the Grant Agreement the City will be reimbursed \$17,998 which results in a total city expenditure of \$17,998.

SUPPORTING DOCUMENTS: DuBois & King Proposal

INTERESTED PARTIES: Public Works, Montpelier Transportation Infrastructure Committee, and Recreation Department

CITY MANAGER'S APPROVAL:

for all

ATTACHMENT A: SCOPE OF WORK

DuBois & King has been selected by the City of Montpelier to provide a scoping study to evaluate options, costs and issues associated with bicycle and pedestrian facilities on Main Street between Memorial Drive and Spring Street; and Barre Street between Main Street and the Montpelier Recreation Center and current terminus of the Montpelier Bike Path. The study will look at east-west and north-south bicycle circulation, consider changes in traffic control at key intersections, and street network connectivity enhancements to address the project needs.

The study will build on other recent planning efforts, including Montpelier in Motion and Greening America's Capitals. These two documents identify concepts for consideration for bicycle and pedestrian travel, as well as green stormwater infrastructure. The focus of this study will be to evaluate design alternatives, assess cost and impacts, and identify a preferred option and implementation strategy.

This project is funded through the Vermont Agency of Transportation, Bicycle and Pedestrian Program, and will need to be done in accordance with VTrans Municipal Assistance Requirements. The standards, tasks and products are detailed in the following section.

In general, the scope of this project will consist of a planning process that identifies the needs of pedestrians and/or bicyclists within a defined area taking into consideration the existing conditions, traffic circulation, on-street parking, safety for all modes, and the economic vitality of downtown Montpelier. The following are desired outcomes of this study:

- An identification and prioritization of improvements arising from an evaluation of alternatives
- The public involvement process will ensure local and stakeholder input and support of project concepts
- Potential historic, archaeological and environmental constraints will be evaluated and considered in the selection of a preferred alternative
- A final report will provide documentation of project issues and an assessment of overall feasibility
- A complete conceptual cost estimate for further engineering, project administration and construction

A.) Project Kickoff and Progress Meetings

In order to maintain progress and communication, the following meetings of the project management team or project steering committee are proposed.

Project Kickoff Meeting. The purpose of this meeting will be to develop a clear understanding of the project goals, objectives, timelines and deliverables. It will also be an opportunity to

exchange information about related projects or issues that the team should be aware of as the study gets underway.

Review Preliminary Alternatives. The second meeting will be an opportunity to review initial concepts for the alternatives and provide input as they are refined for the alternatives presentation.

Selection and Refinement of Preferred Alternative. The third meeting will review the alternatives analysis, and input from the public alternatives meeting, and conclude with a selection of a preferred alternative. This may be one of the alternatives developed for the analysis of alternatives, or a hybrid option.

Review draft report. The final meeting will be an opportunity to review and discuss the draft report, prior to the final presentation to the City Council or at a public meeting.

B.) Compile Base Map/Document Existing Conditions

The project consultant team will become familiar with relevant past and ongoing studies, including but not limited to the following, based on guidance from the City:

- Greening America's Capitals
- Montpelier in Motion
- Montpelier Street Design Guidelines
- As-built plans for the study area streets, if available

A basemap of the study area will be compiled from the following sources:

- GIS data available from VCGI, CVRPC, and the City of Montpelier. The following data will be obtained, if available, for incorporation into the project base mapping:
 - Aerial photography (best available from VCGI)
 - Parcel and right-of-way data
 - Utility information (electric, stormwater, water, sewer, telecom)
 - Elevation (best available data from VCGI)
 - Environmental resources (wetlands; floodplains; rare, threatened or endangered species)
 - Historic and archaeologic resources (by subconsultants)
- Field observations and mapping with GPS will supplement the GIS map, including updating or correction GIS data, and also recording the following information:
 - Traffic control equipment and signage
 - Travel lane configuration, pavement markings and widths
 - Street cross sections at key locations
 - Pedestrian and bicycle facilities
 - On-street parking and transit stop inventory
 - Accessibility features and deficiencies (curb ramps, etc.)

Additionally, a transportation analysis will be conducted using the following information:

- Recent traffic counts, including Average Daily Traffic and turning movement counts

- Projections of future additional traffic from planned developments
- Pedestrian and bicycle counts
- Review of crash data, particularly with regard to crashes that involve bicycles or pedestrians.

Deliverables:

- Project base map and cross sections
- Multimodal transportation, accessibility and safety analysis

C.) Local Concerns Meeting

D&K will facilitate a Local Concerns Meeting, to be coordinated with the City of Montpelier. The specific format of the meeting will be discussed at the kick-off meeting, and could be an open house style meeting, or an informative meeting with a presentation followed by discussion. The meeting will be public, with an effort made to promote attendance via local community email lists, CVRPC, Business organizations, City boards and organizations, VTrans, and others identified by the project team.

The meeting will be an opportunity to introduce the study, share the information and assessments so far, gain input and further insights from the public, and gain consensus on project needs and issues to consider.

Finally, D&K will prepare a draft project purpose and need statement, to be circulated to the steering committee for review and comments.

Deliverables:

- Local Concerns Meeting presentation
- Meeting notes summarizing input and issues for consideration
- Project Purpose and Need Statement

D.) Identify Land Use Context

The project context will be mapped and included in the project base map. This assessment will include both specific land uses that generate travel demand by all modes and parking utilization, as well as an assessment of the urban form as it varies along the project area, which will be considered for the development of context-sensitive alternatives. It is planned that this will be done at the same time as task B, and can be presented at the Local Concerns Meeting for further project understanding.

E.) Develop Conceptual Alternatives

Pedestrian circulation: crossings, safety enhancements, options to reduce pedestrian waiting time at Main/State through intersection redesign (i.e. roundabout, changed timings); options to improve circulation at Barre St/Main St (i.e. signalization, roundabout, mini-roundabout).

Bicycle circulation: on-road facilities, on-road shared lanes, off-road exclusive bicycle (i.e. protected bike lanes or cycle track); off-road shared use path (biking and walking), and traffic circulation/network changes (i.e. converting Elm St to one-way traffic to provide room for a bicycle facility). Include discussion on transitions between different types of facilities, as it is unlikely that one-size-fits-all.

This task may require segmentation of project area, with a distinct set of options for each segment, based on varying needs and constraints. Also included will be alternatives that can be implemented at low cost in the short term, using a “Quick Build” implementation approach.

All options will be developed in consideration of the following design requirements and guidelines:

- Americans with Disabilities Act Public Right of Way Accessibility Guidelines (PROWAG)
- VT Pedestrian and Bicycle Planning and Design Manual
- Vermont State Design Standards (for urban contexts)
- NACTO Urban Street Design Manual
- NACTO Bikeway Design Manual
- FHWA Separated Bike Lane Design Guide
- ITE Designing Walkable Urban Thoroughfares: A Context Sensitive Approach
- VT Complete Streets – A guide for Vermont communities

The alternatives will be evaluated for the construction impact on vehicle, pedestrian and bicycle traffic, considering VTrans *Work Zone Safety and Mobility Guidance*. This will determine if the traffic impact is likely to be significant, moderate or minor.

F.) Identify Right-of-way Issues

D&K will compile right-of-way and abutting property ownership information along the project area. This information should identify public/private ownership and any known easements or restrictions, such as Act 250 permits, on affected property. If the project crosses existing commercial or residential driveways that are excessively wide, a discussion of the impacts of modifying the driveway to meet current access management standards will be included.

G.) Identify Utility Conflicts

All public and private underground and overhead utilities (water, sewer, fiberoptics, electric, TV, cable, phone) in the project area will be mapped, and the owners will be identified. Subsurface utilities will be located with the best available information from the utility owner. Overhead utilities will also be mapped with information available from the owner and/or VCGI, and the locations will be confirmed with field observations. For each alternative, D&K will conduct a preliminary assessment of whether any relocations will be required, and determined if the relocations are likely to be required outside of the existing public right-of-way. For underground utilities, an assessment should be made of whether they will be impacted by construction of the proposed improvements, particularly for the Green Stormwater Infrastructure component.

H.) Identify Natural and Cultural Resource Constraints and Permitting Requirements

The natural and cultural resources that may be impacted by project alternatives will be reviewed, which will likely include (but not be limited to) surface waters, floodplains, river corridors, storm water, hazardous material sites, historic, archaeological and architectural resources, 4(f) and 6(f) public lands. D&K will identify potential impacts on these resources and permitting requirements, including the potential for review under Act 250.

With the urban setting, and limited available right-of-way, it is anticipated that the project alternatives will not result in new alignments or a significant increase in paved area. State and regional plans for water quality and stormwater management will be reviewed. Additionally, the study will be founded on the design principals highlighted in *Greening America's Capitals – Montpelier*. It is anticipated that green stormwater infrastructure will be included in the project design, and the extent to which alternatives allow for effective, attractive stormwater management may be a factor in the selection of alternatives. The alternatives analysis will include an assessment of any increases or decreased in impervious surface in the project area.

All environmental resource work will be conducted by qualified professionals in that field, and use the best available existing information supplemented by field observations. The historic resources will be evaluated by Sue Jamele, and include a reconnaissance level survey and impact assessment of the preferred alternative. The archaeological resources review will be evaluated by Hartgen Archaeological Associations, include an evaluation to determine the extent of archaeologically sensitive land, and assess potential impacts of the preferred alternative.

This resource work will inform the alternative selection so that the project avoids and minimizes, to the extent practicable, impacts to environmental resources. Thorough and well-documented resource identifications will inform the selection of the Least Environmental Damaging Practicable Alternative (LEDPA) and development of Conceptual Plans. Scoping reports will be reviewed by VTrans Project Delivery Bureau Environmental Section (via Resource ID work request from VTrans Project Manager) prior to development of Conceptual Plans.

I.) Alternatives Presentation

All of the proposed alternatives, including a “no build” scenario, will be evaluated in an alternatives matrix that will include resource impacts, right of way impacts, utility impacts, ability to meet the project purpose and need, relative cost and any other factors that will help the community evaluate the alternatives being considered. D&K will work with the City to organize and facilitate a public meeting to present the options and gather input. This may be a workshop type forum rather than a formal meeting, as agreed to between the City and D&K.

The outcome of this meeting should be an alternative selected by the community for further development, or potentially a hybrid of several alternatives that are presented. Additional design development and clarifications may be needed for accurate cost estimates. This will also include a discussion on traffic management that assesses the possible impacts, what

stakeholders may be impacted and what measures are likely to be needed to address work zone impacts during construction.

J.) Develop Preliminary Cost Estimates

D&K will develop preliminary cost estimates for further planning, design, construction and maintenance cost of the project, which will include preliminary bid item quantities. The estimates will assume that the project will be constructed using a combination of Federal and local funding and will be managed by the local community, and include amounts for construction, engineering, municipal project management and construction inspection. If traffic control measures, including any needed temporary pedestrian facilities, are needed, their cost shall be identified in the overall costs for the preferred alternative. If the project is to be completed in phases, cost estimates for each phase shall be provided.

K.) Project Time Line

D&K will prepare a project development timeline that takes the project through the design, permitting and construction phases assuming the use of a combination of Federal and local funding. If necessary, a project phasing plan for construction of the project over a multi-year period will be included.

L.) Report Production

A draft report will be developed that summarizes all work in the study and includes the elements of the recommended outline, included as Attachment A in the RFP. The draft report will be submitted to the City and VTrans for comment prior to issuing a final report, with a minimum of 3 weeks for VTrans review of the draft report. D&K will also present the draft report at a meeting of the City Council, in order to obtain final input and endorsement of the study recommendations. A final report will be submitted to VTrans and the City following receipt and inclusion of comments from the City and VTrans.

ATTACHMENT B: Cost Proposal

Montpelier Main St/Barre St Scoping Study



Project Phases & Tasks	Labor Categories				Total Hours
	Project Manager	Transportation Engineer	Environmental Engineer	Landscape Architect	
A. Project Kickoff and Progress Meetings	8	2		4	14
B. Compile Base Map/Document Existing Conditions	4	16	4	12	36
C. Local Concerns Meeting	4			8	12
D. Land Use Context	2			8	10
E. Develop Conceptual Alternatives	16	16	4	24	60
F. Identify Right of Way Issues	2	8			10
G. Identify Utility Conflicts	2	8			10
H. Identify Resource Constraints and Permitting Issues	2		16	4	22
I. Alternatives Presentation	8	4		8	20
J. Preliminary Cost Estimates	8	12		8	28
K. Project Timeline and Implementation Plan	8	2			10
L. Prepare Final Report and Presentation	20	8	2	16	46
Total Hours:	84	76	26	92	278

ATTACHMENT B: Cost Proposal

Montpelier Main St/Barre St Scoping Study



Project Phases & Tasks	Labor Categories							
	Project Manager	Transportation Engineer		Environmental Engineer	Landscape Architect			Total Hours
Direct Labor	84	76		26	92			278
Total Hours:								
Direct Labor Rates:	\$52.00	\$32.00		\$29.50	\$30.50			
Direct Labor Cost:	\$4,368	\$2,432		\$767	\$2,806			\$10,373
Direct Expenses								
Subsistence								
Mileage Reimbursement for Project Travel								
416 Miles @ \$0.535 / Mile = \$223								
\$223								
Support Expenses								
Telephone/Postage = \$25								
Reproduction and Plotting = \$125								
Support Total = \$150								
Miscellaneous Expenses								
Allowance for Archaeological and Historic Resources = \$5,500								
Miscellaneous Total = \$5,500								
Total Direct Expenses = \$5,873								
Cost Summary								
Direct Labor Cost	\$10,373			Total Labor Cost	\$27,385			
General & Administrative Cost	\$17,012	164%		Fixed Fee	\$2,738			
				Direct Expenses	\$5,873			
Total Labor Cost	\$27,385			Total Price	\$35,996			



CITY COUNCIL Agenda Item #17-352(c)

Date:

Consent X **Discussion** **Time Sensitive**

SUBJECT: Consideration of approving the installation of new fiber optic communication lines at the Water Resource Recovery Facility (WRRF).

SUBMITTING DEPARTMENT: Public Works

RECOMMENDED ACTION: Authorize the public works department to enter into a contract with Royal Electric and LCS Controls in the amount of 50,383.84 to replace all of the underground fiber optic communication lines at the facility.

RELATED COUNCIL GOAL/PRIOR ACTION: Goal "G": Achieve a steady state for infrastructure maintenance and improvements, facilities and equipment.

EXPENDITURE REQUIRED: \$50,383.84

SOURCE OF FUNDS: Sewer Fund - Reallocate funds for cabinet fans budgeted for \$10,000 and septage metering budgeted for \$16,000, both of which will be replaced during the upgrade. Use excess septage revenue to cover the balance of \$24,234.

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: In recent years, the fiber optic lines which are used for automation of equipment at the plant have become unreliable. Operator call-ins have increased and if there is a significant failure, equipment would have to be run manually 24/7. This upgrade is also needed to provide spare fiber lines for additional equipment planned for the upgrade.

SUPPORTING DOCUMENTS:

- Royal Electric and LCS controls quotes.

INTERESTED PARTIES: DPW, Sewer Rate Payers

CITY MANAGER'S APPROVAL:

Am all

ROYAL ELECTRIC

Integrity is our energy source.

Document Number: LJ-25379-3

Page 1 of 1

Date 11/8/17

Chris Cox
City of Montpelier
Waste Water Treatment
Dog River Road
Montpelier VT 05602

RE: Fiber revised without Underground

Dear Chris,

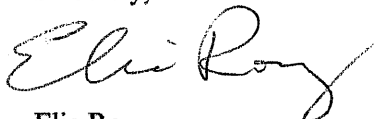
The following is our revised price to replace the existing fiber at the Montpelier facility with new cable and terminations. We have removed the underground portion of the project from this scope. Our price includes the following:

- All new conduit to be rigid steel.
- Use existing conduit where possible and provide and install new where necessary to create a complete conduit system for the fiber.
- Install a new 12 strand fiber to 8 locations from the main control panel.
- Fiber to be Multimode 12 strand tight buffered with a 3-micron jacket.
- Provide and install connectors on all fiber ends.
- Connectors to be ST style connectors.
- Test all fiber strands and provide a test report.
- Work to be done in such a way as to minimize shutdowns of the existing fiber and to try and keep shutdowns to individual sites for no more than a one-day duration during normal business hours.

Estimated Cost: \$ 42,531.00

If you have any questions or comments, please give me a call.

Sincerely,



Elie Roy

LCS Controls Inc.

Quotation

Providing New England With the Best In Control and Automation

LCS Controls Inc.
1678 Route 100
Rochester, VT 05767
Phone (802) 767-3128 Fax (802) 767-9888

DATE November 7, 2017
Quotation # 20171024
Customer ID Montpelier WW

Bill To:

City Of Montpelier
39 Main Street
Montpelier, VT 05602
ATTN: Chris Cox
RE: MSA
(802) 223-9511

Quotation valid until: May 6, 2018
Prepared by: TM

Comments or special instructions:

Description	AMOUNT
Enclosures 6 Attached	\$3,034.76
Misc Electrical Conduit 18 Attached	\$138.08
Termination Cabinets 6 Attached	\$1,680.00
Labor 4 Days Attached	\$3,000.00
TOTAL	\$7,852.84

If you have any questions, please feel free to contact us at (802) 767-3128

THANK YOU FOR YOUR BUSINESS!

LCS Controls

ESTIMATE SHEET

Serving the world with the finest in Control and Service

JOB		PAGE	1
		OF	1

ESTIMATED BY	Toby Mills	WORK WITNESSED BY:	TM	DATE	11/7/2017
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QUOTE

ITEM #	DESCRIPTION	PART #	LABOR	QTY	UNIT	PER	COST
1	A-MTU Panel MC 36x30x12	7561K141	2.00	1			
2	MTU Back Plane	7561K961	0.00	1			
3	Dressed 2" Nipples	Needham	0.00	12			
4	STRUT		0.00	6			
5	G-BIO PANEL MC	75505K15 75505K45	2.00	1			
6	I-DIGESTER	B-LINE 18186	0.00	1			
7	K-NEW PRESS PANEL MC	7812K24 7812K64	0.00	1			
8	L-NEW MCC PANEL MC	7812K24 7812K64	0.00	1			
9	TERMINATION CABINETS		0.00	6			
10	I-GBT PANEL	B-LINE 18186	0.00	1			
11			0.00	0.00			
12			0.00	0.00			
13			0.00	0.00			
14			0.00	0.00			
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							

COST

TOTAL LABOR

MATERIAL RATE
4.00 LABOR RATE
Please RECYCLE!!!



CITY COUNCIL Agenda Item #17-352(e)

Date: November 15, 2017

Consent X Discussion Time Sensitive

SUBJECT: Ratification of Montpelier Police Union contract for July 1, 2017 through June 30, 2020.

SUBMITTING DEPARTMENT: City Manager

RECOMMENDED ACTION: Authorize the City Manager to sign the collective bargaining agreement ratified by a majority vote of the Montpelier Police Association Fraternal Order of Police Lodge 003 members and the City of Montpelier.

RELATED COUNCIL GOAL/PRIOR ACTION: B: Good Governance

EXPENDITURE REQUIRED: Personnel Expenses

SOURCE OF FUNDS: General Fund, Parking Fund

LEGAL REQUIREMENTS: The current collective bargaining agreement with the Montpelier Police Department expired on June 30th. The City must bargain in good faith for a successor agreement.

BACKGROUND INFORMATION: City must bargain in good faith to reach a contract agreement with collective bargaining units.

SUPPORTING DOCUMENTS: City Manager's Memo, Proposed Contract

INTERESTED PARTIES: Council, PD Union

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. J. [unclear]", written over a horizontal line.



America's Small Town Capital

Mayor John Hollar

City Council Members:

Dona Bate
Ashley Hill
Rosie Krueger
Jean Olson
Justin Turcotte
Anne Watson

William Fraser,
City Manager

Sue Allen,
Assistant City Manager

MEMORANDUM

To: Mayor Hollar & City Council Members
From: William Fraser, City Manager
Re: Ratification of Police Union Contract
Date: November 13, 2017

Discussions with the Police Union went much more smoothly and collaboratively than I had originally anticipated. The process took several sessions because we had a lot of issues to work through. Additionally, the final wording e-mail exchanges dragged out over a couple of months as each of us continued to finalize language. Overall this agreement accomplished much of what both parties hoped to accomplish. I recommend that we ratify the contract. The union voted last week to ratify the agreement.

As always, the main negotiations boil down to cost of living pay adjustments (which are in addition to merit based step increases and other contract provisions). For purposes of the FY18 Budget, we included a projected 1.5% adjustment for non-department head employees.

With the Police, an equally important financial consideration was their request to move from the VMERS-C plan to VMERS-D which has better retirement benefits and makes our department much more competitive for recruiting new employees. We have previously noted the shortage of qualified police officers statewide, the importance of retaining top quality officers and the resulting hiring challenges.

VMERS-D, however, comes with an increased employer payment of 1.5% and can only be implemented on January 1 of a given year (even though we have a July 1- June 30 fiscal year). Additionally, VMERS-D is only available to police officers but not dispatchers or community service officers. Finally, long term police officers may choose to remain in VMERS C since it may be advantageous for them at this stage of

their careers.

Therefore, we needed to develop a structure which incorporated these factors, maintained competitive police wages but also respected the city's budget constraints. VMERS D will become available on January 1, 2019 (half way through FY19).

The final recommended settlement results in bifurcated wage adjustments and scales – one for employees in VMERS C and one for employees in VMERS D.

	FY18	FY19	FY20
VMERS D	2.0%	1.75%	1.5%
VMERS C	2.0%	1.75%	1.5%
		1.5% on 1/1/19	

Therefore the total three year package for D employees is 5.25% with the city adding an additional 1.5% in retirement cost halfway through FY19. Overall city cost increase 6.75% over the three years (2.25% average).

The cost totals are the same for VMERS C employees, the difference being that they will receive an additional 1.5% in pay half way through FY19. Their three total pay adjustment will be 6.75% with no additional retirement benefits. (also 2.25% average).

Because the wage and VMERS D expenses commence halfway through the fiscal year in FY19, the total budget impact is 2.25% rather than the full 3.25%. Wages were held to 1.5% in FY20 in order to absorb the full impact of these changes the following year.

I've included the full memorandum of agreement with changed areas highlighted in yellow. Other key changes include:

- Comp time accrual capped at 60 hours – reduced from 72
- Sick leave bonus capped at 100 hours – previously no cap
- Longevity bonus multiplier increased from .02 to .03
- Physical Qualifications test changed from \$600 reimbursement to \$900 bonus
- Language added to allow for ceding authority to CVPSA

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**MEMORANDUM OF AGREEMENT
BY AND BETWEEN
THE CITY OF MONTPELIER, VERMONT
~AND~
THE MONTPELIER POLICE ASSOCIATION
FRATERNAL ORDER OF POLICE, LODGE 003
THREE YEAR AGREEMENT
JULY 1, 2017-JUNE 30, 2020**

The City of Montpelier ("City") and the Montpelier Police Association, Fraternal Order of Police, Lodge 003 ("Union") hereby agree to the following additions, amendments, and deletions to the July 1, 2014-June 30, 2017 collective bargaining agreement. Unless expressly set forth herein, the existing terms and provisions of the July 1, 2014- June 30, 2017 collective bargaining agreement shall remain in full force and effect.

ARTICLE 5.
GRIEVANCE AND ARBITRATION PROCEDURE

Section 3. If the grievance is still unsettled, the Union, and not any individual employee(s), may request arbitration. If the parties fail to agree on an arbitrator, the arbitrator shall be selected from a panel provided by the American Arbitration Association ("AAA"), in which event the arbitration will be conducted under the rules of the AAA. The expenses for the arbitrator's services shall be shared equally by the City and the Union. The arbitrator's decision shall be final and binding on the parties. The arbitrator shall have no power to add to, subtract from, alter or modify this Agreement or any of its provisions, nor to impose any remedy or right of relief for any period of time prior to the effective date of this Agreement.

ARTICLE 7.
HOURS OF WORK

Section 3. Where practical and subject to the operating needs of the Department as determined by the Chief,

(a) Employees other than dispatchers will not be scheduled to work split shifts.

(b) A work shift will have regular starting and quitting time.

0400-1400
1600-0200
1800-0400
2200-0800 (Supervisors and Corporals)
0800-1800

1 ARTICLE 8
2 OVERTIME
3

4 Section 1. Overtime work shall be paid at time and one-half the straight time hourly rate
5 determined by dividing weekly pay by forty (40). Compensatory time off may be taken in lieu of
6 overtime pay at the rate of one and one-half hours of compensatory time for each hour of
7 overtime worked, if requested by the employee and granted by the Chief in his/her sole
8 discretion. Compensatory time can be accrued up to a maximum of **60 hours**. The use of
9 compensatory time shall not be unreasonably denied. Overtime shall be computed to the next
10 quarter hour. Upon 30 days' notice, all requests for compensatory time off shall be granted.
11

12 New Section:

13 All members will be offered the opportunity to cash in any or all unused comp time, twice during
14 each calendar year (first day of May and the first day of November) payment shall be made
15 during the first pay periods of May and November. Members must notify the Finance
16 Department by April 1 or October 1 if they wish to cash in comp time the following month.
17

18 New Section:

19 The parties agree all forecasted special events, requiring additional police presence, SHALL be
20 posted at least thirty days in advance of the forecasted event(s) and shall be distributed and/or
21 assigned as defined in Article 8 of the current CBA
22

23 ARTICLE 12.
24 SICK LEAVE, WORK-RELATED
25 INJURY LEAVE, AND DISABILITY
26 INCOME INSURANCE.

27 Section 4. As an incentive program, each employee who works three consecutive work
28 schedules without using sick leave will be granted a bonus of eight hours pay. Eight hours of
29 personal leave may be granted in lieu of eight hours pay, **to a maximum of one hundred**
30 **hours**, if requested by the employee and granted by the Chief of Police in his/her sole
31 discretion. ~~The employee would then be able to again start earning the incentive upon the~~
32 ~~start of the next work schedule.~~
33

34 Should an employee not take any sick leave for thirteen consecutive work schedules an
35 additional bonus of eight hours pay. **This additional bonus may be taken as eight hours of**
36 **personal leave, in lieu of eight hours pay, if requested by the employee and granted by the**
37 **Chief of Police in his/her sole discretion.**
38

39 The use of previously accrued bonus personal leave, **once accrued**, shall not be unreasonably
40 denied. Upon thirty (30) days' notice, all requests for bonus personal leave time shall be granted.
41 Except as required by applicable law, the aforesaid bonuses shall not be considered in
42 determining base pay, wage adjustments, overtime or any other benefits under this Agreement.
43 The aforesaid bonuses shall not be cumulative
44
45

1
2 **ARTICLE 20.**
3 **COMPENSATION**

4 **Section 1.**

5 Year 1 – **2017-2018** – **Effective July 1, 2017**, all employees will receive a cost of living increase
6 of 2% as well as a step for those who are eligible. In addition, the current Full Time CSO shall be
7 compensated at 5.00% above the highest paid part-time parking enforcement employee. This
8 provision will sunset upon the separation of the current full time CSO.

9
10 Year 2 – **2018-2019** – **Effective July 1, 2018**, all employees receive a cost of living adjustment of
11 1.75 % as well as a step for those who are eligible
12 **Effective January 1, 2019 Those employees not electing/eligible to select VMERS “D” will**
13 **receive a cost of living adjustment of 1.5%**

14
15 Year 3 – **2019-2020** – **Effective July 1, 2019**, all employees receive a cost of living adjustment of
16 1.5% as well as a step for those who are eligible

17
18 **Section 2.** All employees who have reached the maximum step within their job title shall
19 receive a longevity bonus on their anniversary date based on the following:
20 2080 hours x. years of service x. **03.**

21
22 **New Section:**

23 **When employee becomes eligible for a step increase on their anniversary and said date**
24 **falls within the first week of the bi-weekly pay period, the employee will be credited at**
25 **the new rate for the entire pay period. When the anniversary date falls in the second**
26 **week of the bi-weekly pay period, the new rate will become effective at the start of the**
27 **next bi-weekly pay period.**

28
29 **ARTICLE 22. INSURANCE**

30
31 **Section 1. Hospital and Medical Insurance**

32 All eligible employees may opt to enroll in the Blue Cross Blue Shield of Vermont
33 **CDHP** Comp Blue Insurance Plan with a \$4000/\$8000 deductible, combined with a
34 Health Reimbursement Arrangement (HRA), \$3500/\$7000

- 35
36 a) Employees shall pay deductibles, co-insurance and out-of-pocket expense as provided
37 above, along with a contribution to the City’s health insurance costs. Employee health
38 insurance costs shall be paid through bi-weekly payroll deductions. The bi-weekly
39 employee share for **2017** health insurance costs are as follows: **\$21.66** for a single
40 person plan, **\$157.43** for a two person plan and **\$209.50** for family coverage. In the
41 event an employee is off payroll for any reason, the employee shall remain responsible

1 for their share of the health insurance cost.

2
3
4 If the City of Montpelier chooses to continue to provide the Blue Cross Blue Shield of
5 Vermont **CDHP** Comp Blue Insurance Plan beyond calendar year **2017**, employees
6 shall continue to be responsible for a share of the City's cost of health insurance. The
7 City's cost of health insurance includes premium and full HRA \$3500/\$7000 Plan. The
8 employee share shall be 5% for a single person plan and 20% for a two- person and
9 family plan.

10
11 c) If the City of Montpelier chooses to continue to provide the Blue Cross Blue Shield
12 of Vermont **CDHP** Comp Blue Insurance Plan beyond calendar year 2017 the City
13 of Montpelier shall utilize a portion of the annual unused claim reserves associated
14 with moving to a high deductible insurance plan with an Employer funded health
15 reimbursement arrangement, as described, to maintain the current funding level of
16 the HRA's for single, two-person and family plans and/or to offset insurance
17 premium increases in the future

18
19 d) In the event that the above described plan is not available after January 1, **2018**, the city
20 will convene the employee health insurance committee to recommend a replacement
21 plan. Any new plan recommended by the committee is subject to ratification by the
22 parties.

23 Section 6. Section 125 Plan. The City may provide a Section 125 plan in accordance
24 with all Federal and State laws. The City will contribute \$250 into the flexible spending
25 plan of participating employees.

26
27 Section 7. Medical Insurance after Retirement. Upon retirement, an employee may
28 purchase medical insurance at the group rate provided other City employees **under the**
29 **provisions of coverage afforded under the Consolidated Omnibus Budget Reconciliation**
30 **Act (COBRA).** The retiree shall be responsible for **100% of the premium and any**
31 **administration fee up to a maximum of two percent (2%).**

32
33 **ARTICLE 23**
34 **UNIFORMS**
35

36 Section 3. The City shall reimburse each regular police officer and each community
37 service officer, **upon approval of the Chief of Police**, for the cost of one (1) pair of work
38 shoes, weather protective footwear, work shoe repairs and authorized and approved
39 Police related equipment up to the total sum of Five Hundred Dollars (\$500.00) per fiscal
40 year. Reimbursement will be made within 30 days after the officer submits receipts.

41
42 **ARTICLE 24.**
43 **MISCELLANEOUS**
44

1 Section 1. Gender. Whenever the male gender is used in this Agreement, it shall be
2 construed to include all employees regardless of gender

3
4 **ARTICLE 29.**
5 **DIFFERENTIAL TIME**
6 **AND PAY.**
7

8 Section 1. Differential Pay for hours worked between 1600 hrs (4:00 PM) to 0800
9 hrs (8:00 AM).

- 10
11 (a) All union employees that work between hours of 1600 (4:00 PM) and 0000
12 (12:00 AM) will receive an additional \$0.65 per hour worked for differential.
13
14 (b) All union employees that work between the hours of 0001 hrs (12:00 AM) and
15 0800 hrs (8:00 AM) will receive an additional \$1.37 per hour worked for
16 differential. This is a combination of the \$0.65 which is earned between 1600
17 and 0000 and an additional \$0.72 for working between 0001 and 0800.
18
19 (c) These rates shall be included in regular weekly compensation for all purposes.
20
21

22 **ARTICLE 30 PENSION AND**
23 **RETIREMENT**

24 Section 1. All full time police officers hired on or after January 1, 2019 shall be members of
25 VMERS group D. Full time police officers employed as of December 31, 2018 may elect to
26 participate on Group D or remain in Group C effective January 19, 2019. Those employees
27 choosing to remain in Group C as of January 2019, shall be eligible to elect Group D in January
28 of each succeeding year. This section shall be subject to all benefits, contribution schedules and
29 regulations as established by VMERS.

30 Bargaining Unit members not eligible, or current employees who, on January 1, 2019, elect not to
31 participate in group D, will remain in group C with all related benefits, contribution schedules and
32 regulations as established by VMERS.
33

34 **ARTICLE 32.**
35 **PHYSICAL**
36 **QUALIFICATIONS TEST.**
37

38 Section 1. Physical Qualifications Test.

39 The City and the Police Department have agreed to adopt the South Carolina Criminal Justice
40 Physical Ability Test (herein after referred to as the Montpelier Police Department Physical
41 Ability Test or PAT) for the law enforcement fitness test. The testing process shall be voluntary
42 and offered two (2) separate times per year. The \$900 bonus, collectable one time per year, shall
43 be issued to all employees who pass the fitness exam as defined in the PAT Protocol.

Each officer of the Department will be given a copy of the Montpelier Police Department Physical Ability Protocol (May 2016 version).

ARTICLE 35.
DURATION OF
AGREEMENT

Section 2. Duration of Agreement. This Agreement shall be effective July 1, 2017, except as otherwise specifically stated in this Agreement. This Agreement shall expire June 30, 2020

Section 4. Ceding Authority. During the life of this agreement, the Parties agree that the City Council may vote to cede its authority as an employer over any class of employees covered by this Agreement to the Central Vermont Public Safety Authority (CVPSA). If, during the life of this agreement, the City cedes its appointing authority over any class of employees covered by this Agreement to the CVPSA the Parties agree that the provisions of this Agreement shall apply until such time as the CVPSA negotiates a new collective bargaining agreement with the representative of the employees. The parties further agree, that FOP reserves its rights to act as the sole representative for the newly consolidated bargaining unit, and such consolidation will not change, impact or diminish those rights as outlined in current contract(s) or under all applicable laws.

Section 5. Failure to Notify. Should neither party send a timely notice to modify or terminate this Agreement as provided in Section 3, this Agreement shall be considered to have been automatically renewed until June 30, 2020, and from year to year thereafter unless a timely notice is sent postmarked no later than November 1 of any subsequent year.

Dated at the City of Montpelier this 13th day of October-2017

Negotiating Committee

City Manager

Negotiating Committee

Police Chief

Negotiating Committee

Finance Director

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END OF DOCUMENT

DRAFT



CITY COUNCIL Agenda Item #17-353

Date: November 15, 2017

Consent ☐ Discussion ☒

SUBJECT: Mature residents who call Montpelier home; Aging in Place

SUBMITTING DEPARTMENT: Justin Turcotte & Montpelier Senior Activity Center

RECOMMENDED ACTION: Discuss issues facing our mature residents; consider ways going forward to address issues

RELATED COUNCIL GOAL/PRIOR ACTION: Affordability, public safety, housing, quality of life

EXPENDITURE REQUIRED: None at this time.

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: We know that Montpelier, like Vermont on the whole, is seeing increases in its older adult population. An estimated half of the current population is age 50 or older. Montpelier is increasing in its proportion of older adults faster than Barre and Waterbury. What does this mean for our city, and what should city leadership have on our radar?

SUPPORTING DOCUMENTS: Statement by Janna Clar, Director of the Montpelier Senior Activity Center

INTERESTED PARTIES: Mature residents of Montpelier, City Council

CITY MANAGER'S APPROVAL:

Susan Allen

Montpelier as an Aging Community

Prepared by Janna Clar, MSAC Director, and Justin Turcotte, City Council member and FEAST Program Contractor

For City Council meeting on November 15, 2017

We know that Montpelier, like Vermont on the whole, is seeing increases in its older adult population. An estimated half of the current population is age 50 or older. Montpelier is increasing in its proportion of older adults faster than Barre and Waterbury. What does this mean for our city, and what should city leadership have on our radar? Below are some points for consideration and discussion. They are certainly not exhaustive, and details are not in-depth. Please consider this a starting point for future dialogues. It is based on questions raised by Justin and information provided by Janna.

Other interested parties include Ken Jones (Economist) and Cari Clement (representative of Downsizing citizens group)

Opportunities and Challenges of our Aging Population

Opportunities

- Intergenerational interactions in community activities
- Economic development opportunities for businesses that serve the needs of older adults
- Older adults have experience, skills, insight to share with the community
- Volunteerism is becoming increasingly more common among older adults
- Robust Montpelier Senior Activity Center draws regional population to Montpelier businesses and contributes to high quality of life for resident
- Changing attitudes about aging as a positive force – “Reframing Aging” initiatives – “Grey is the new Green”
- Collaboration with other organizations serving older adults

Challenges

- Traffic and Pedestrian Safety
- Dementia Safety Net
- Needs of families who have an elder(s) aging in Montpelier
- ADA compliance for public space
- Parking especially in demand for older population
- Many older adults resist use of public transportation
- MSAC is providing preventative health care but not being reimbursed as other health care services are

Selected questions from Justin Turcotte, with brief, suggested answers from Janna Clar

- What is the most effective way to communicate with these residents?
 - Increasingly more older adults are adept with technology, so use of social media is crucial.
 - The oldest of our residents are likely still relying on print media, radio, television and telephone for communication.

- Some older adults are frail and/or isolated, and these residents require more creative approaches in order to be reached, such as postal mailings and in-person visits.
- What sorts of services are available to help seniors “age in place” at the level of city, county, state, federal services? (*Non-exhaustive list of examples*)
 - City:
 - Montpelier Senior Activity Center, FEAST program,
 - Community lunches,
 - Various residential care homes,
 - Health care providers
 - Private activist groups such as Downsizing Groups
 - County/Region:
 - Central Vermont Council on Aging (case management, benefits and options counseling, information and referral, registered dietician, in-home mental health clinician, Retired Senior Volunteer Program, Family Caregiver supports, senior companions, dementia respite, Long-term-care Medicaid waiver - “Choices for Care” case management);
 - Green Mountain Transit (buses and volunteer drivers for medical rides)
 - Visiting Nurse and Home Health and Hospice organizations such as CVHHH
 - Home Share Now
 - State: Department of Disabilities, Aging and Independent Living: Oversight of:
 - Adult Day Centers
 - Adult Protective Services
 - Assistive Technology Program
 - Choices for Care
 - Dementia Respite and Family Care Services
 - Office of Public Guardian
 - Long Term Care Ombudsman Project
 - Vermont Association for the Blind and Visually Impaired
 - Vermont Center for Independent Living
 - Federal:
 - Social Security Administration and benefits
 - Medicare, Parts A-D
 - Older Americans Act
 - SNAP / “Three Squares” (formerly known as Food Stamps)
 - Veteran’s Administration Programs
- What is CVCOA’s role in helping people access these services?
 - Options Counseling
 - Information & Assistance/Referral via Senior Helpline and in-person at office or in home
 - State Health Insurance Program “SHIP” for options counseling and advocacy

- Assistance applying for and renewing public benefits such as Fuel Assistance, Three Squares, Lifeline (phone discounts), Commodities supplemental food, Medicaid, Long Term Care
 - Contracting with meal sites such as MSAC to reimburse part of the cost of senior meals, through the Older Americans Act (Montpelier will be reimbursed \$3.54 per meal for up to 16,000 meals in FY18)
 - Oversight of RSVP and training for wellness activities such as Fall Prevention Tai Chi and Bone Builders
- What is the amount of subsidized, affordable and market-rate senior housing options in central Vermont?
 - I don't know the answer to this question, but you can speak with Montpelier Housing Authority, Downstreet Housing, Vermont State Housing Authority, and Vermont Housing and Conservation Board for more data.
 - What resources may Police and Fire Department / EMS need to better address the needs of residents of advanced age. What call codes can be used in dispatch to create a base line to determine future need?
 - Heating and cooling facilities for weather crises / natural disasters
 - Increased training in serving residents with memory disorders, which will become more prevalent



CITY COUNCIL Agenda Item #17-354

Date: November 15, 2017

Consent ☐ **Discussion** ☒ **Time Sensitive** ☐
(outlined below)

SUBJECT: Parklet Ordinance – Second Reading

SUBMITTING DEPARTMENT: City Manager

RECOMMENDED ACTION: Conduct Second reading. Approve language.

RELATED COUNCIL GOAL/PRIOR ACTION: F: Quality of Life – Institutionalize Parklet Program

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: Ordinances require two readings before being effective. Proposed ordinance was prepared by Attorney Paul Giuliani with input from city staff.

BACKGROUND INFORMATION: The City has conducted a trial period for parklets in the downtown area over the last few years. The Council has concluded that they wish to continue the program on a more permanent basis.

This ordinance was drafted to establish criteria, requirements and process for the installation and use of parklets in the downtown.

SUPPORTING DOCUMENTS: Draft ordinance

INTERESTED PARTIES: Montpelier Alive, Montpelier Business Association, downtown business

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over a horizontal line.

PARKLETS

Section 1. This ordinance is intended to regulate the temporary establishment, maintenance and operation of space within dedicated street and highway right-of-way limits for public, private, civic and commercial use as parklets.

Section 2. From time to time, the City Council shall designate the location and boundaries of space within one or more dedicated street or highway as areas in which parklets may be established and maintained. Such designation will take into consideration impediment to public use of streets and highways, vehicular and pedestrian safety, congestion, noise, litter and public health.

Section 3. The City Council may adopt a rotating or lottery system of allocating parklet sites to and among applicants.

Section 4. A person seeking to install a parklet in a designated location shall submit a completed application form and parklet plan (architectural renderings & site plan) to the City Manager or his/her designee, and shall remit to the City Treasurer a non-refundable application fee of \$50.00 (or as may be amended from time to time). The forms of application along with parklet design and placement standards are attached as Exhibit A and Exhibit B respectively.

Section 5. Parklet applications will be evaluated by City staff, including the Public Works Department and the Police Department, using the following technical compliance criteria:

- (a) Suitable location in central business district (Designated Downtown);
- (b) Pedestrian access and ADA accessibility;
- (c) Material maintenance, installation and removal portability;
- (d) Safety considerations including barriers, traffic signs, railings, wind stresses, traffic & pedestrian visibility;
- (e) Assignment of maintenance responsibility – trash, etc.; and
- (f) Drainage management & access.

Section 6. Following City staff report and approval by the City Council, each applicant shall enter into an agreement with the City under which the applicant shall construct and operate the parklet, as well as provide specified daily maintenance. The applicant's failure to comply with said agreement shall result in the termination of applicant's approval to install and operate the parklet, and removal of said parklet immediately upon receipt of notice, and restoration of the area to a condition at least equal to pre-existing conditions. The City reserves the right to take legal action to recover costs if applicant fails to remove parklet in a required time frame and the City must handle removal.

Section 7. Prior to the construction, installation or operation of any parklet component, the applicant shall:

- (a) Furnish the City Clerk with proof of comprehensive general liability insurance in a minimum of \$1,000,000 per occurrence, naming the City as additional insured; and
- (b) Remit to the City Treasurer a sum equal to \$810.00 (27 weeks @ \$30/week) (or as may be amended from time to time) for each metered parking space which will be displaced by the parklet.

Section 8. At all times the parklet is in operation, smoking is prohibited and the applicant shall conform to all laws and regulations relating to the sale and consumption of alcoholic beverages and food safety within the parklet.

Section 9. Parklets may be maintained and operated only during the period commencing April 15th until Nov. 8th of each year.



CITY COUNCIL Agenda Item #17-355

Date: November 15, 2017

Consent ☐ **Discussion** ☒ **Time Sensitive** ☐
(outlined below)

SUBJECT: Wayfinding Signage, postponed from 10/11/17 and 11/8/17 meeting

SUBMITTING DEPARTMENT: Montpelier Alive

RECOMMENDED ACTION: Review Plan & Give Feedback

RELATED COUNCIL GOAL/PRIOR ACTION: F: Enhance Sense of Place

EXPENDITURE REQUIRED: \$5,000

SOURCE OF FUNDS: Downtown Improvement District (DID) Budget

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: For the past three years, we have been saving DID dollars to complete a wayfinding signage plan for the City of Montpelier. After an RFP process, Surface Matter Design was selected to complete the Wayfinding Signage Plan. Montpelier Alive formed a committee of members representing different interests and locations in Montpelier.

The plan has been reviewed and approved by the Montpelier Transportation Committee and has been reviewed by the State TIC and will need to go back to the committee for final approval by first quarter of 2018.

SUPPORTING DOCUMENTS: PowerPoint presentation

INTERESTED PARTIES: Downtown Businesses, Community Members, Council, DPW

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over a horizontal line.



MARCH 28, 2017

prepared by:

surface**matter** **design**

111 Chestnut Street, 2nd Floor

Providence, RI 02903

T 617.513.4651

www.surfacematterdesign.com



CITY OF MONTPELIER WAYFINDING MASTER PLAN — CONTENTS

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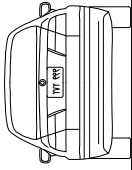
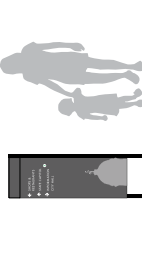
PROJECT GOALS AND OBJECTIVES



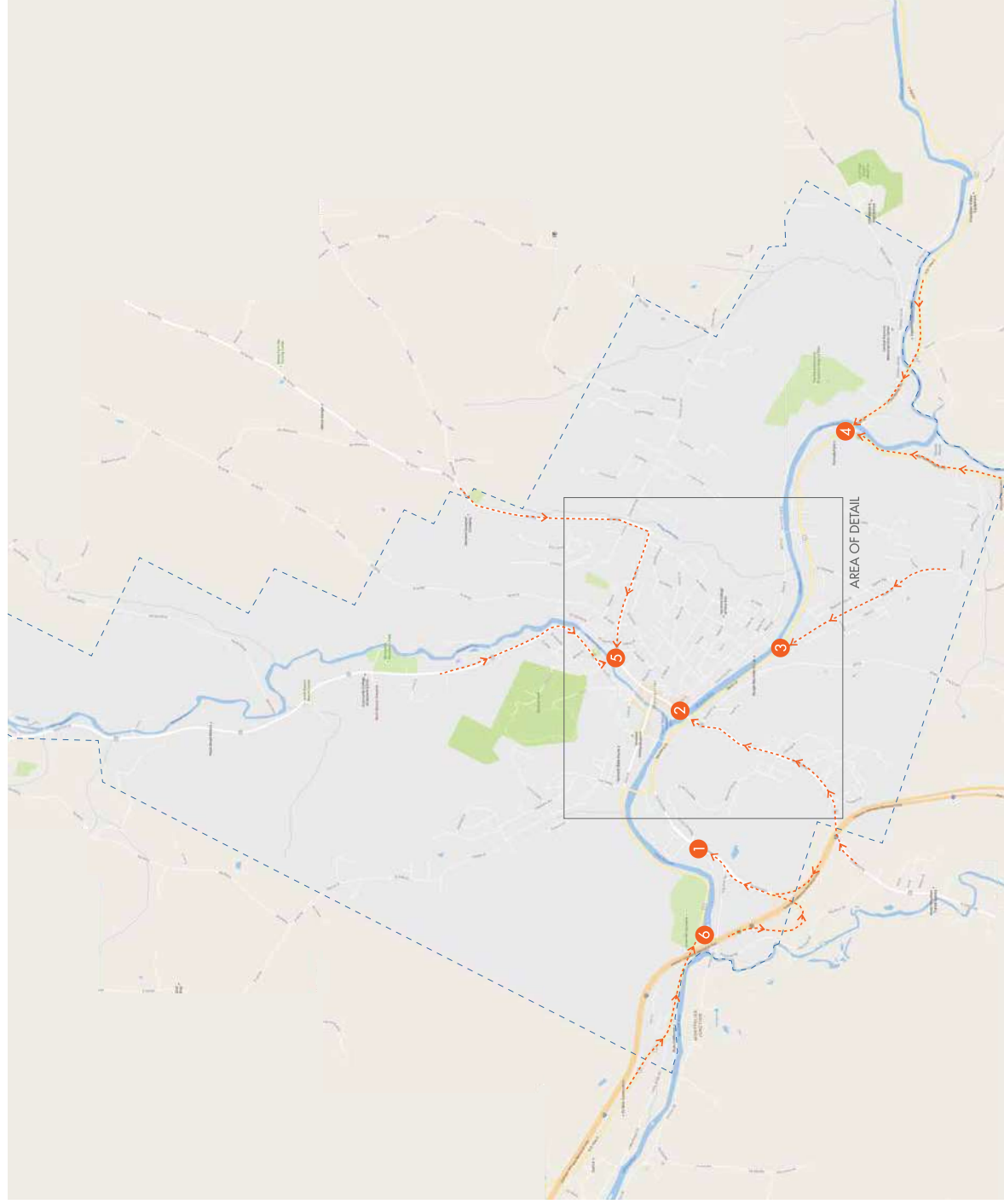
- **CREATE A COMPREHENSIVE WAYFINDING MASTER PLAN** — POSITIVE USER EXPERIENCE FOR ALL
- **ESTABLISH MONTEPELIER AS A LANDMARK DESTINATION IN NEW ENGLAND** — PROMOTE LOCAL CULTURAL DESTINATIONS & BUSINESSES
- **MAXIMIZE AWARENESS IN THE COMMUNITY** — REINFORCE SENSE OF PLACE AND VISUAL IDENTITY OF MONTEPELIER
- **DEVELOP A SYSTEM HIERARCHY FOR FUTURE EXPANSION** — FLEXIBLE, SCALABLE, AND MAINTAINABLE

I. WAYFINDING RECOMMENDATIONS

RECOMMENDATIONS — SIGN TYPES (DIAGRAMS ONLY)

IDENTIFICATION	DIRECTION
 1 - 6 GATEWAY ID/LANDMARK	 VEHICLE DIRECTION  TRAILBLAZERS  PEDESTRIAN DIRECTION
 BICYCLE DIRECTION	 BICYCLE DIRECTION
INFORMATION	
 i INFORMATION KIOSK/MAP	

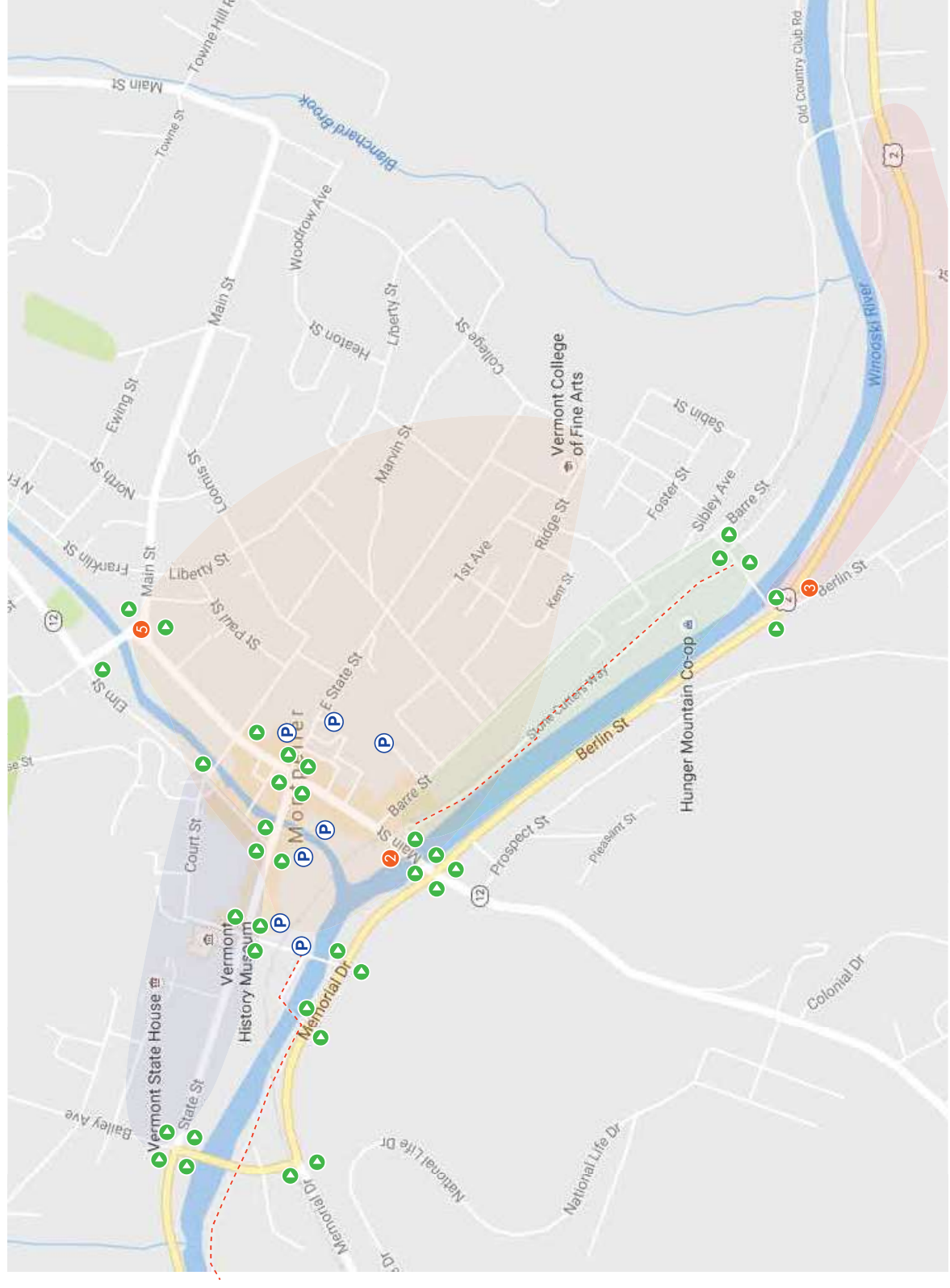
RECOMENDATIONS — SIGN LOCATION PLAN — GATEWAYS INTO MONTPELIER



GATEWAYS & ENTRY POINTS:

- 1 MEMORIAL DRIVE (EXIT 8)
- 2 MEMORIAL DR. / MAIN ST. (AT BRIDC
- 3 BERLIN / RIVER
- 4 ROTARY @ RT. 2 / RT. 302
- 5 ROTARY @ MAIN / SPRING RD.
- 6 RT. 2 (EAST OF OVERPASS, ACROSS
FROM GREEN MT. CEMETARY)

RECOMMENDATIONS — SIGN LOCATION PLAN — DOWNTOWN



VEHICULAR WAYFINDING

GATEWAYS 1 - 6

VEHICLE DIRECTIONAL

BIKE PATH -----

P
PARKING

VERMONT STATE REQUIREMENTS (PORTION RELATED TO SIGN MESSAGING ONLY)

VERMONT STATUTE TITLE 10 — CHAPTER 21: TOURIST INFORMATION SERVICES ARTICLE 494

"A municipality may provide alternative signs of a guidance or informational nature and creative design to assist persons in reaching destinations that are transportation centers, geographic districts, historic monuments and significant or unique educational, recreational or cultural landmarks, including farmers markets that are members of the Vermont farmers market association selling Vermont agricultural products, provided that such destinations are not private, for-profit enterprises."

SIGN MESSAGE HIERARCHY — DIRECTIONAL SIGNS

I. DISTRICTS

(CAPITAL COMPLEX, DOWNTOWN, STONE CUTTERS WAY, RIVER STREET)

II. PUBLIC SPACES & GOVERNMENT

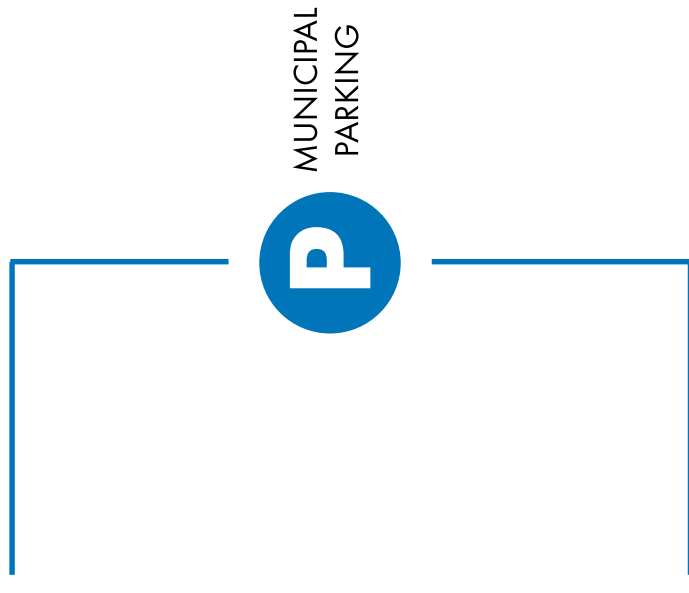
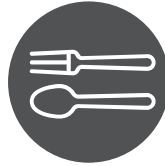
(PUBLIC PARKS, CITY AND STATE GOVERNMENT BUILDINGS, STATE HOUSE, ETC.)

III. NON PROFIT INSTITUTIONS & CULTURE

(EDUCATION, MUSEUMS, NON PROFIT GALLERIES AND THEATERS)

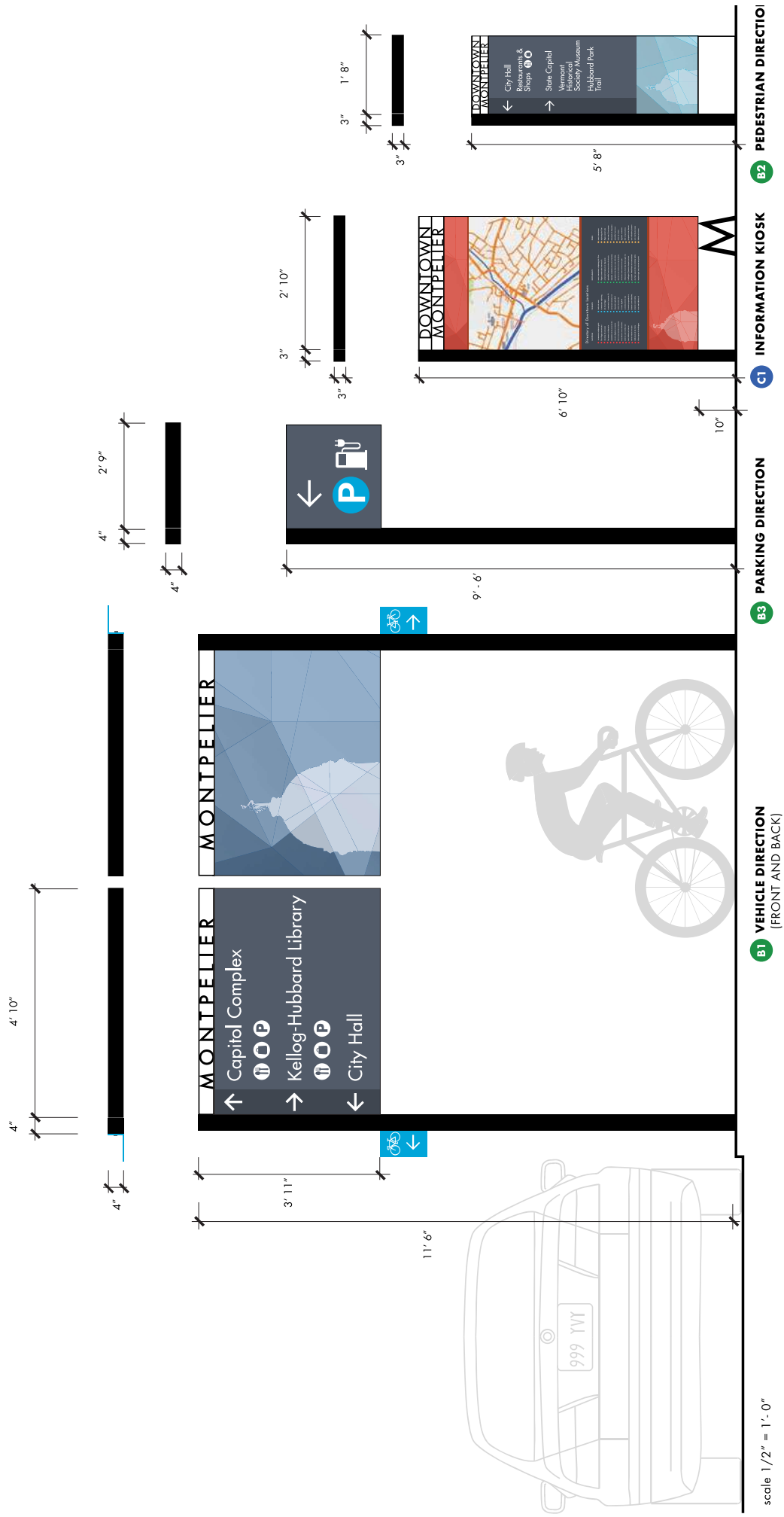
IV. SHOPS & RESTAURANTS

(GENERAL CATEGORY WITH GRAPHIC SYMBOLS)



II. SIGN TYPES & DESIGN SPECIFICATIONS

SIGN TYPE FAMILY



THE MONTPELIER ALIVE BRAND



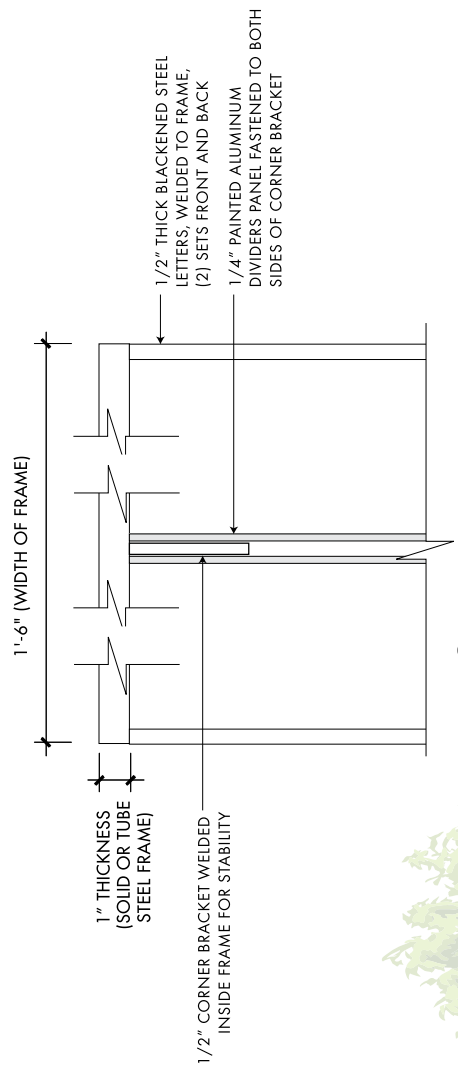
SIGN FAMILY COLOR PALETTE



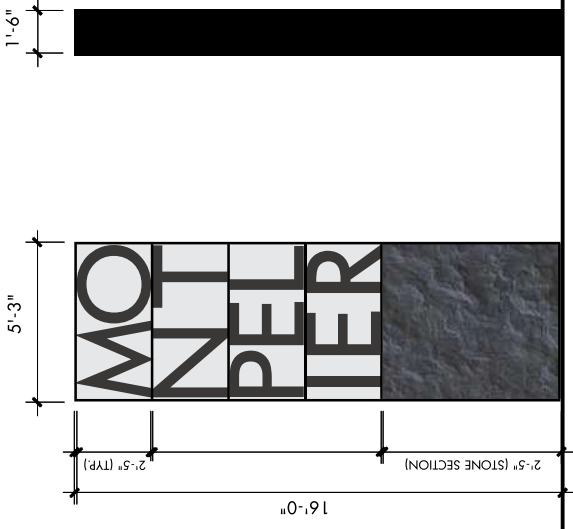
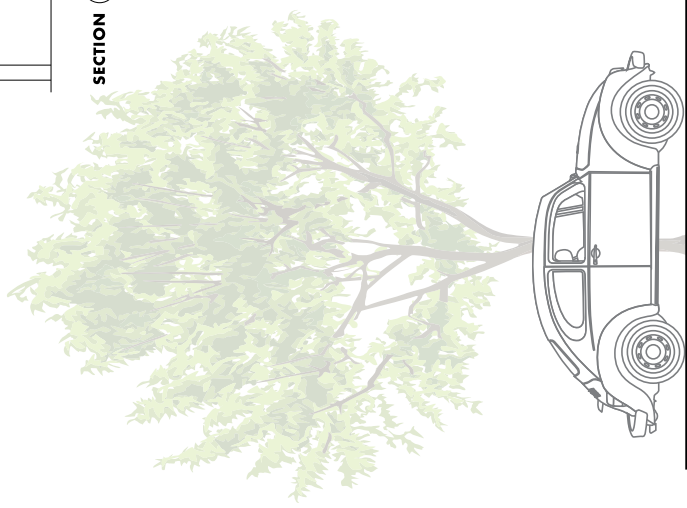
A1.1 _ A1.2 — MONTPELIER LANDMARK ID (MEMORIAL DRIVE, AND MAIN STREET LOCATIONS - QTY -2)



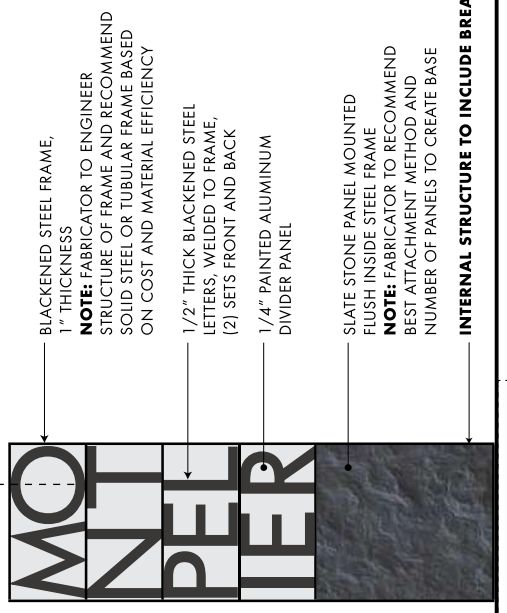
COLOR OPTIONS FOR DIVIDER PANEL



SECTION A



SECTION A



FRONT ELEVATION

SIDE ELEVATION

REAR ELEVATION

CONCRETE FOUNDATION AS REQUIRED

INTERNAL STRUCTURE TO INCLUDE BREAK AWAY POSTS

BLACKENED STEEL FRAME,
1" THICKNESS
NOTE: FABRICATOR TO ENGINEER
STRUCTURE OF FRAME AND RECOMMEND
SOLID STEEL OR TUBULAR FRAME BASED
ON COST AND MATERIAL EFFICIENCY

1/2" THICK BLACKENED STEEL
LETTERS, WELDED TO FRAME,
(2) SETS FRONT AND BACK

1/4" PAINTED ALUMINUM
DIVIDER PANEL

SLATE STONE PANEL MOUNTED
FLUSH INSIDE STEEL FRAME
NOTE: FABRICATOR TO RECOMMEND
BEST ATTACHMENT METHOD AND
NUMBER OF PANELS TO CREATE BASE

A1 — MONTPELIER LANDMARK ID — FOR REFERENCE



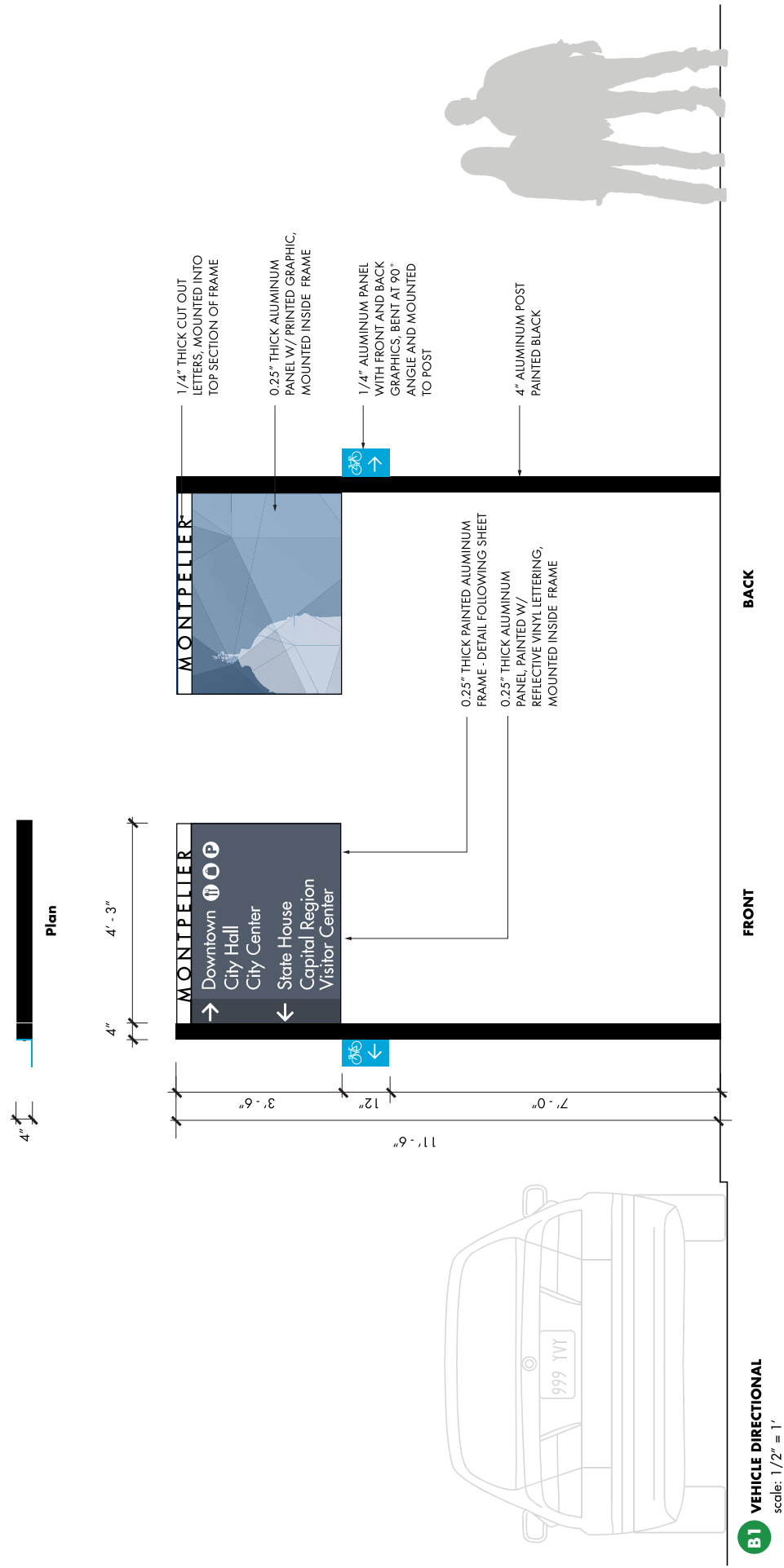
MEMORIAL DRIVE - WEST BOUND

NOTE: INTERNAL STRUCTURE TO INCLUDE
BREAKAWAY POSTS AS REQUIRED

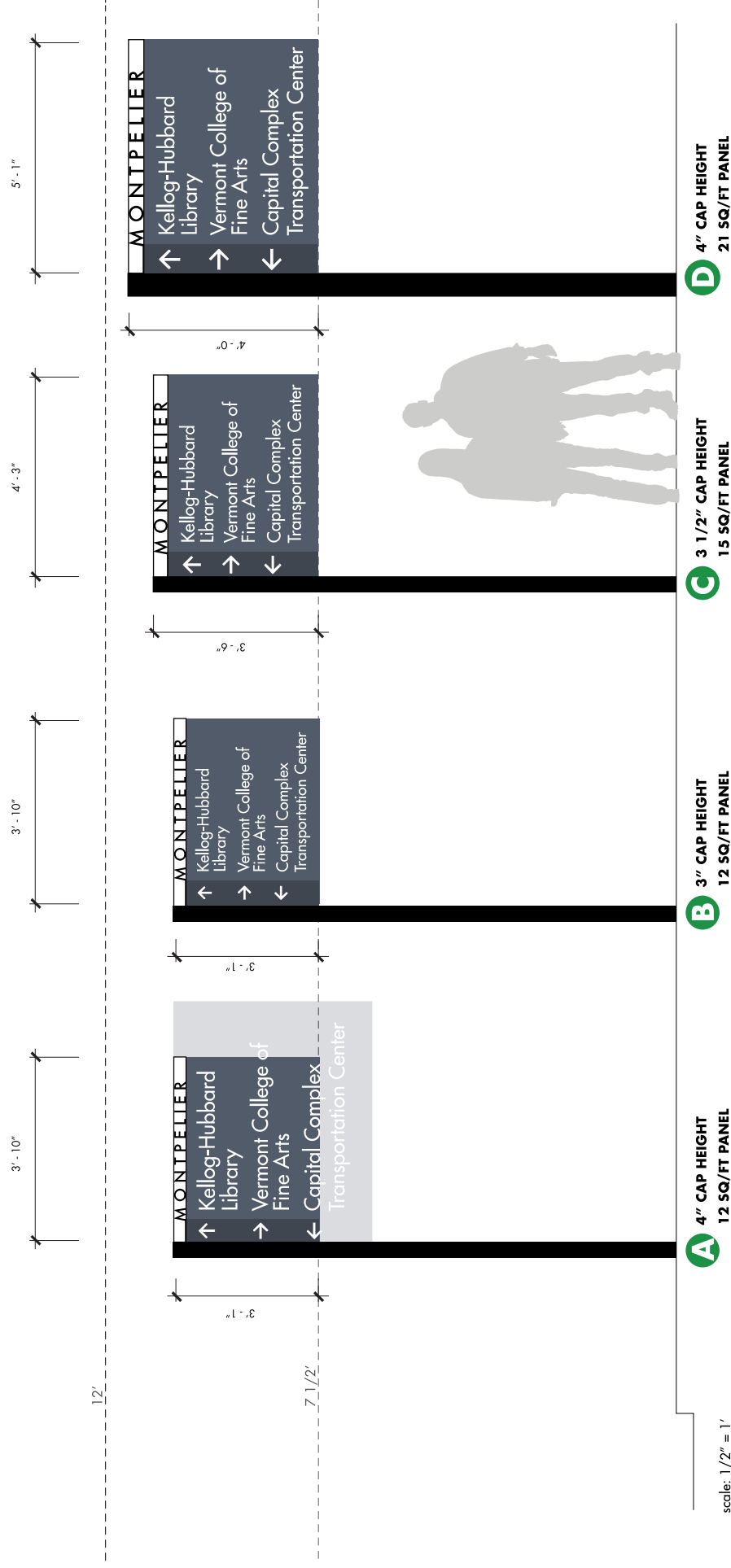


MAIN STREET / MEMORIAL DRIVE

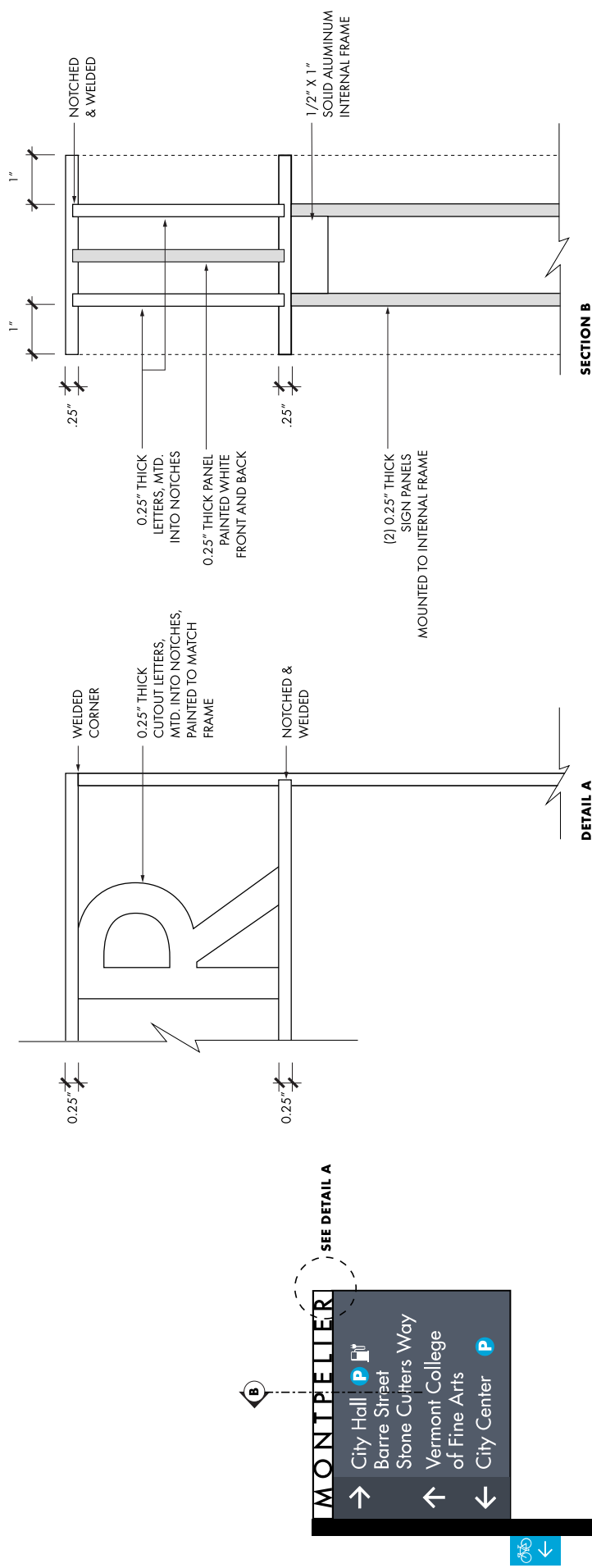
B1 — VEHICLE DIRECTION SIGN



B1 — VEHICLE DIRECTION SIGN — SIZE AND CAP HEIGHT STUDY



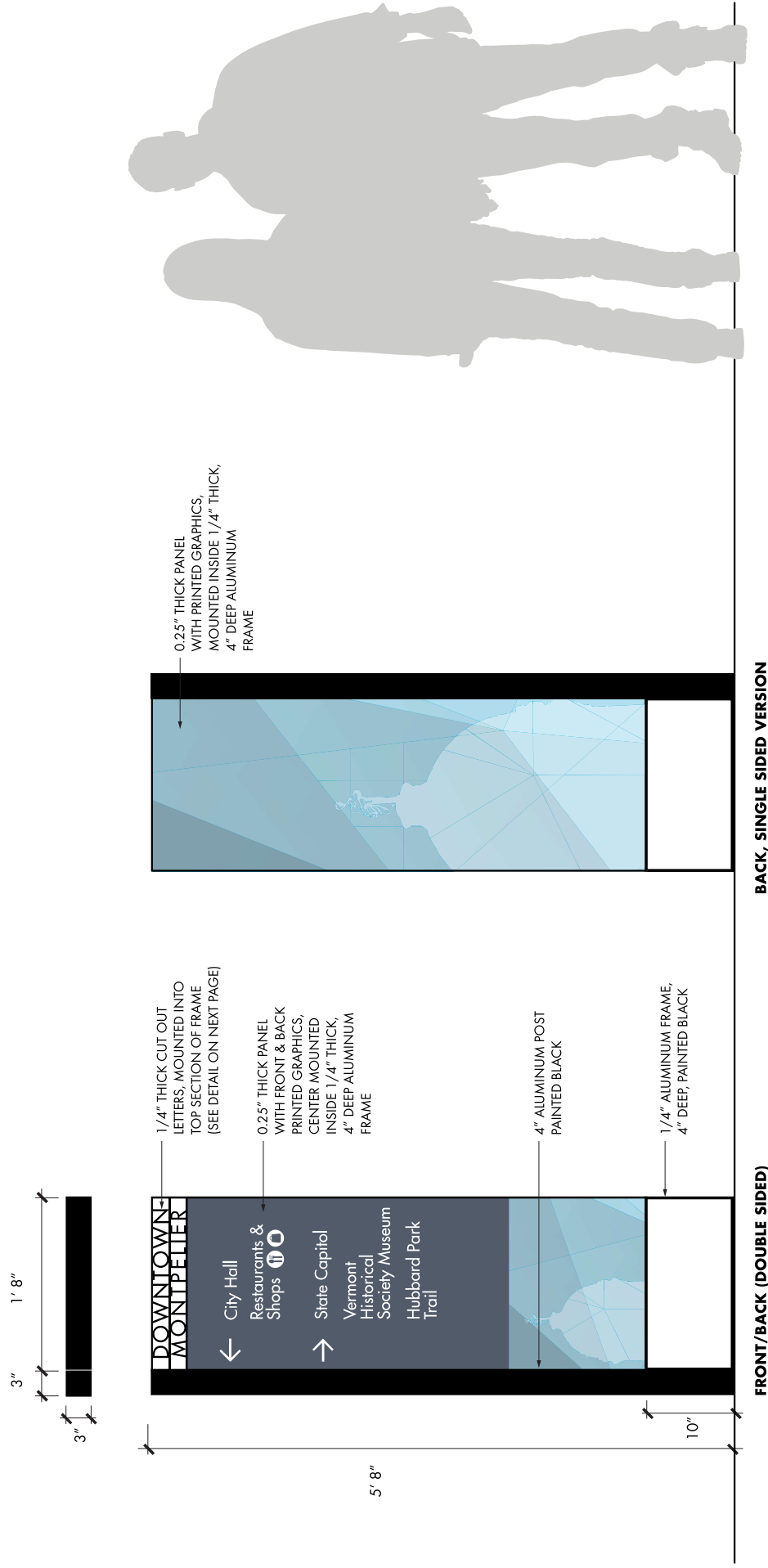
B1 — VEHICLE DIRECTION SIGN — DETAILS



A1 — MONTPELIER LANDMARK ID — FOR REFERENCE

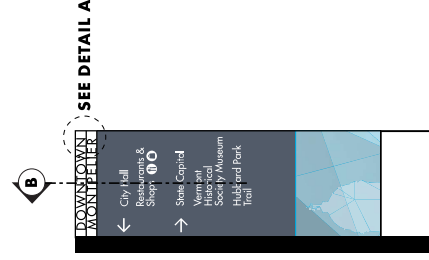
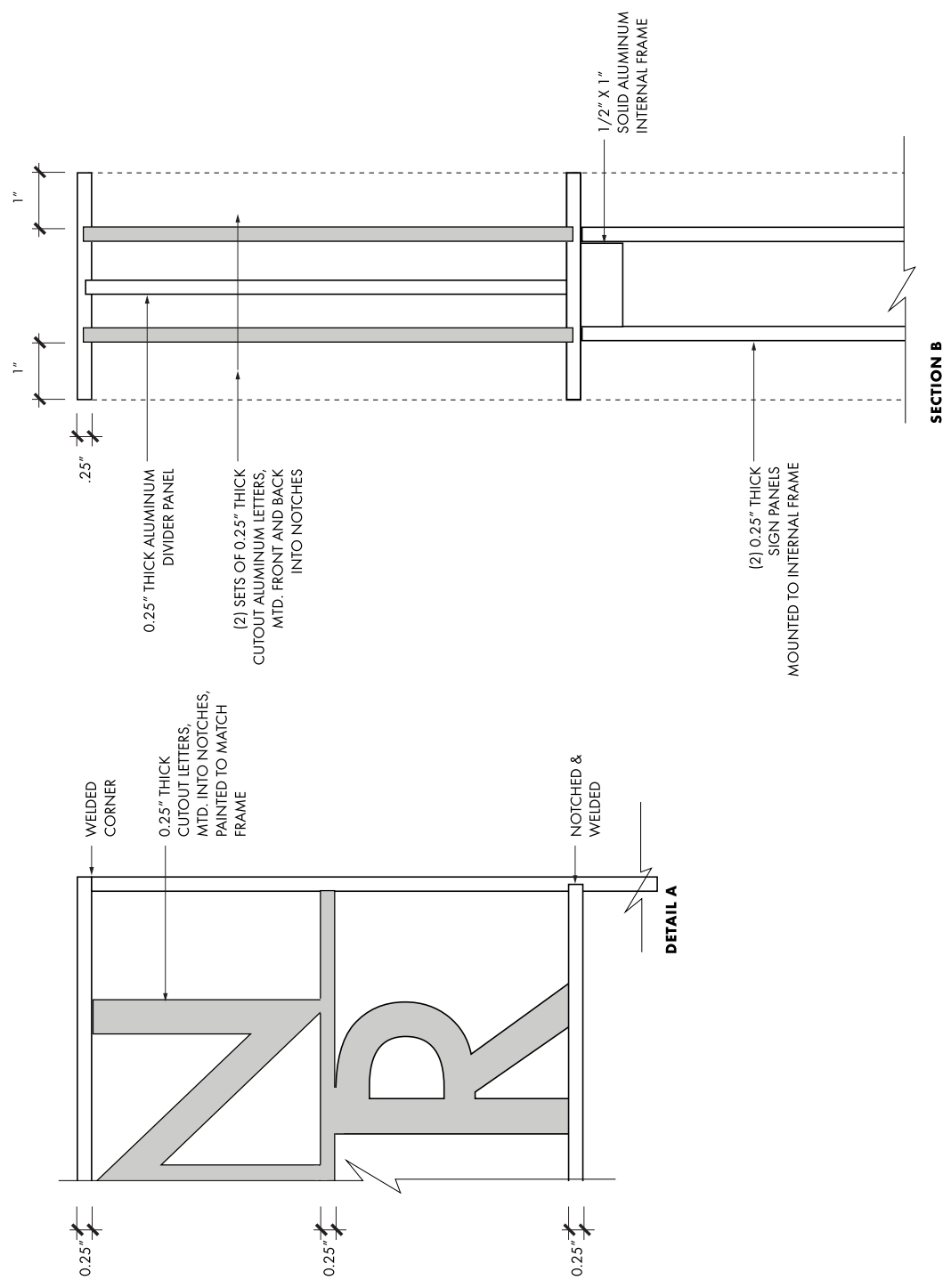


B2 — PEDESTRIAN DIRECTIONAL SIGN

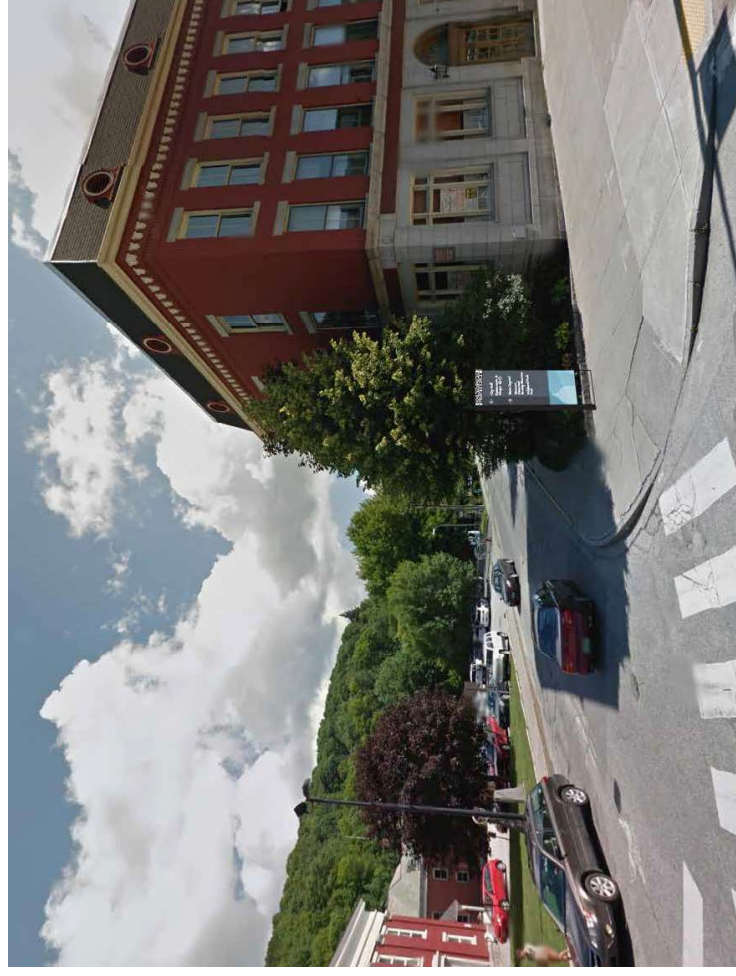


B2 PEDESTRIAN DIRECTIONAL
scale: 1" = 1'

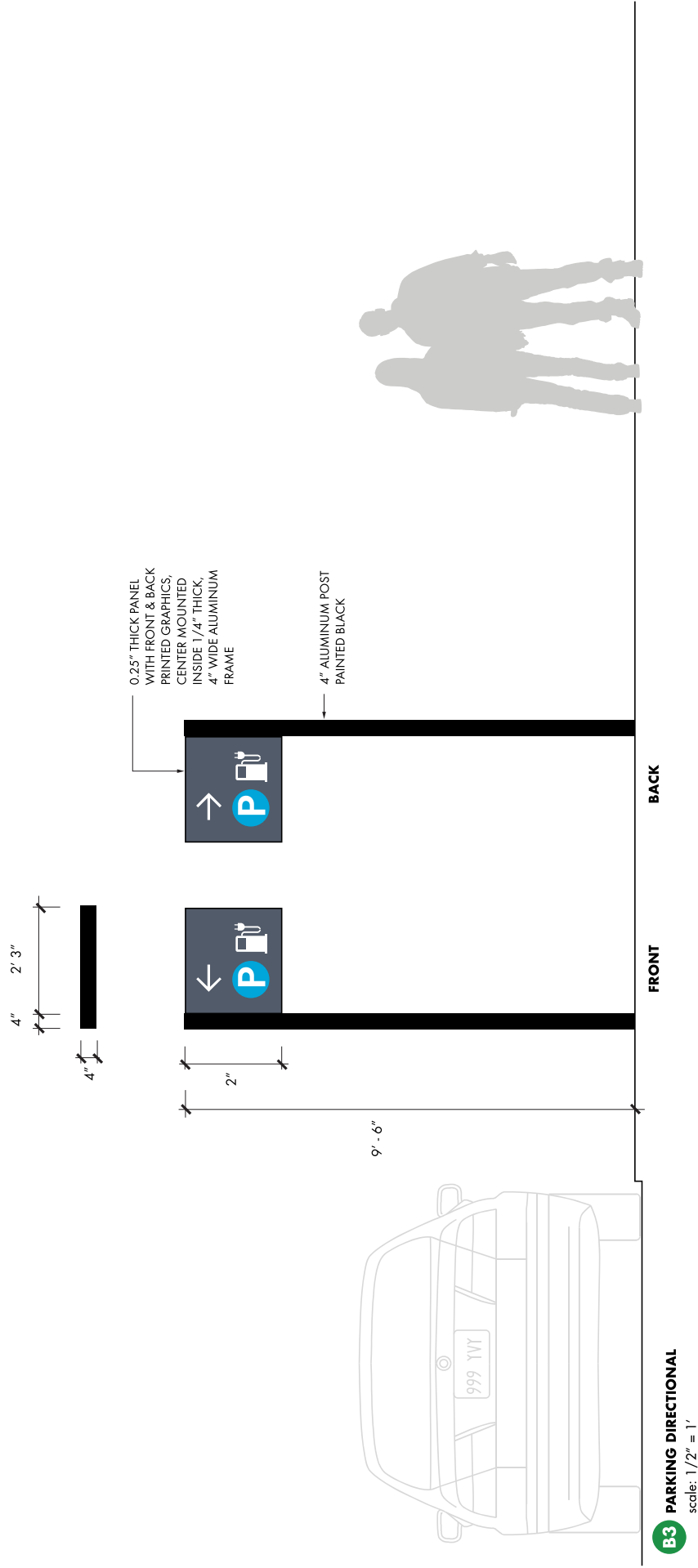
B2 — VEHICLE DIRECTION SIGN



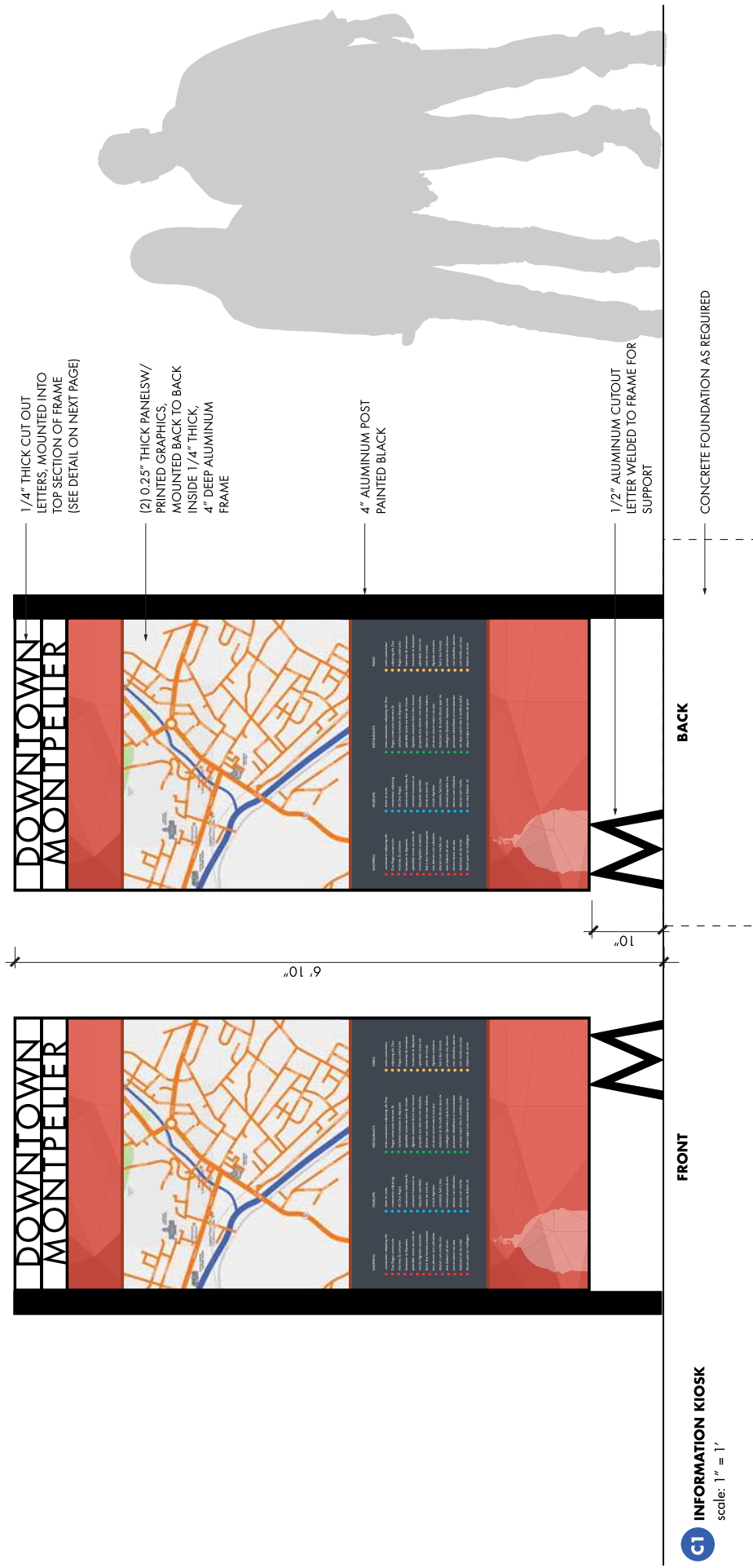
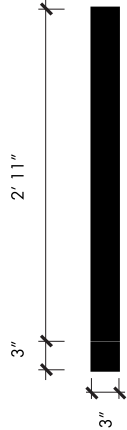
B2 — PEDESTRIAN DIRECTION SIGN — FOR REFERENCE



B3 — PARKING DIRECTION SIGN

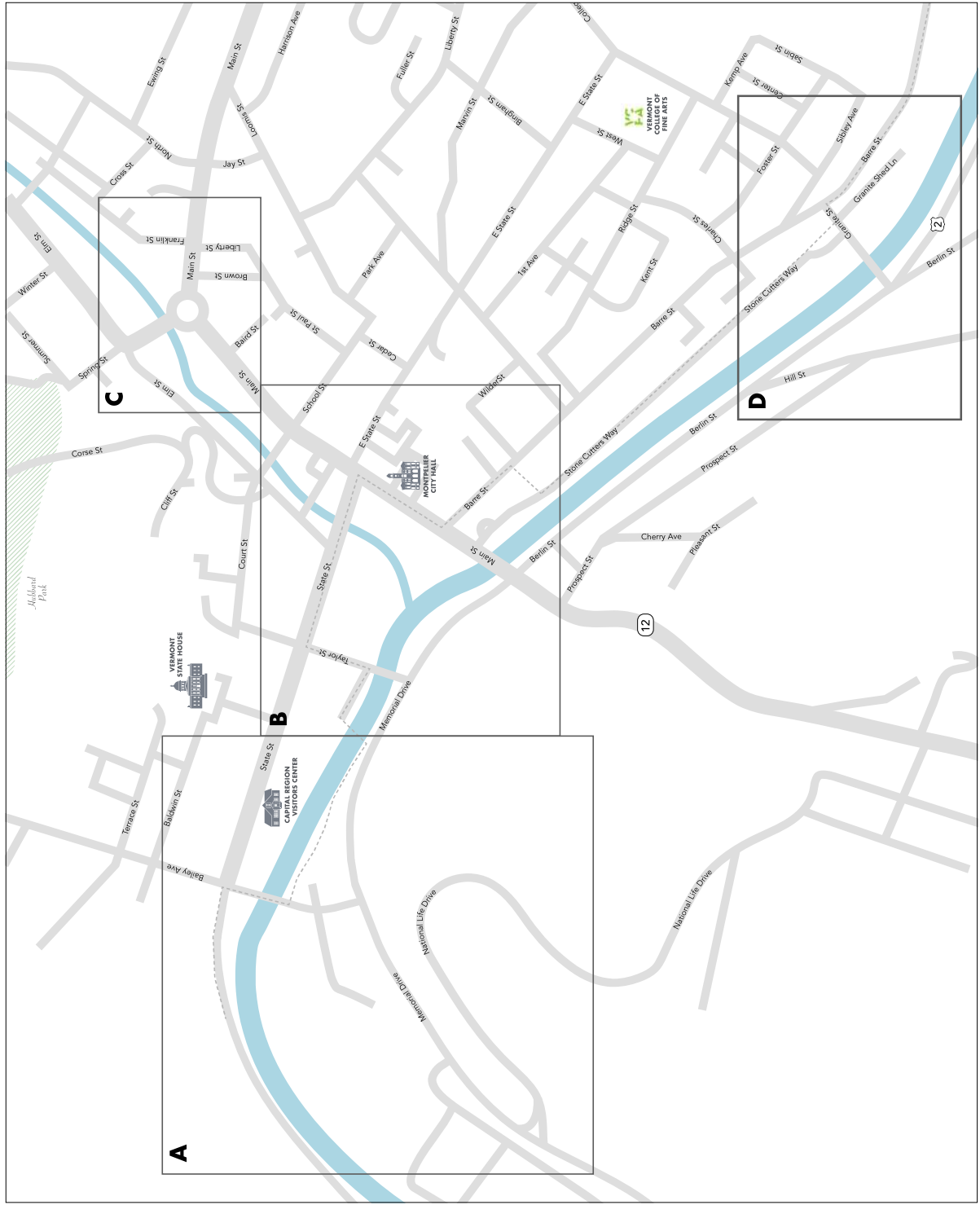


C1 — INFORMATION KIOSK

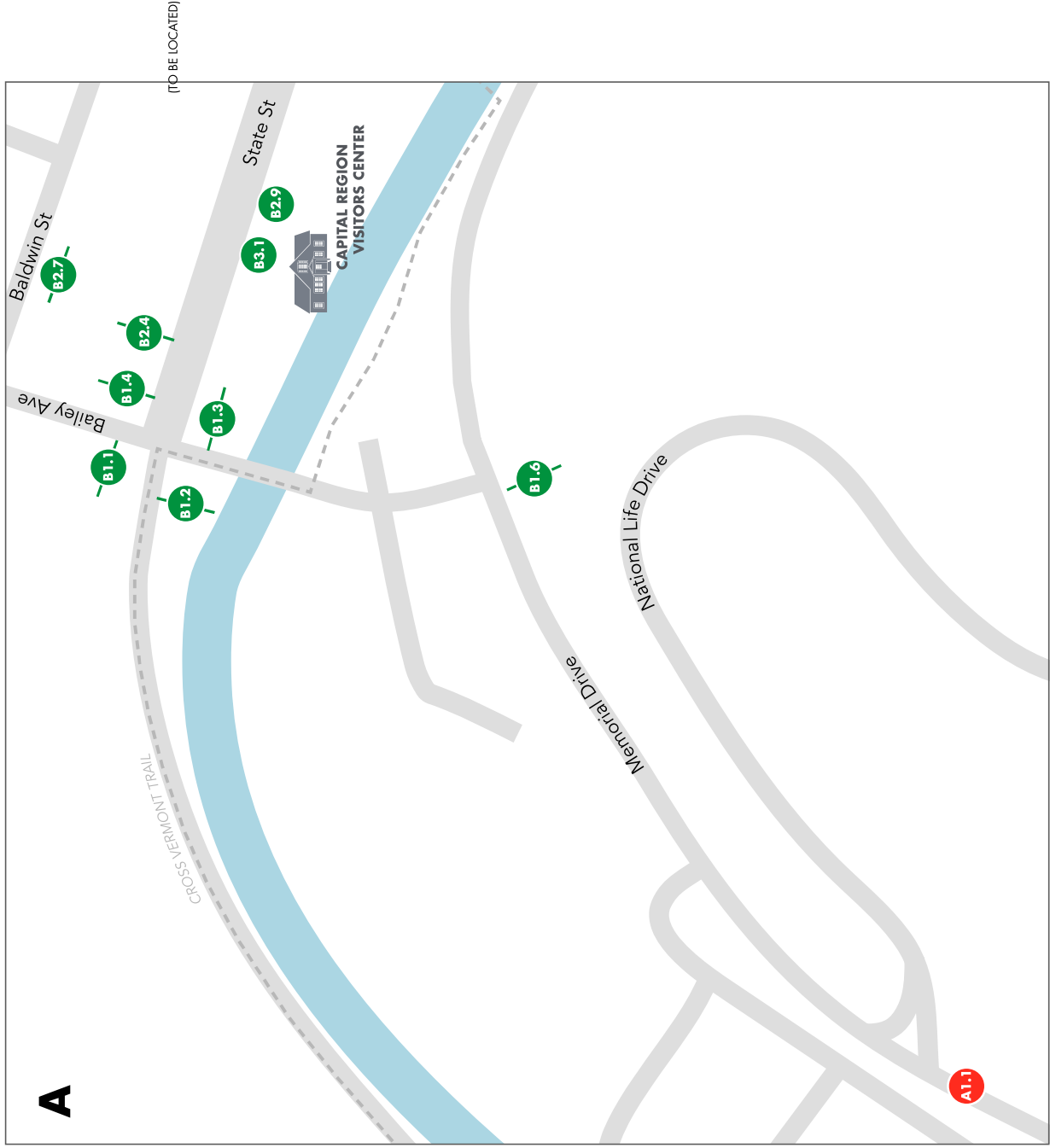


III. SIGN LOCATIONS & MESSAGING

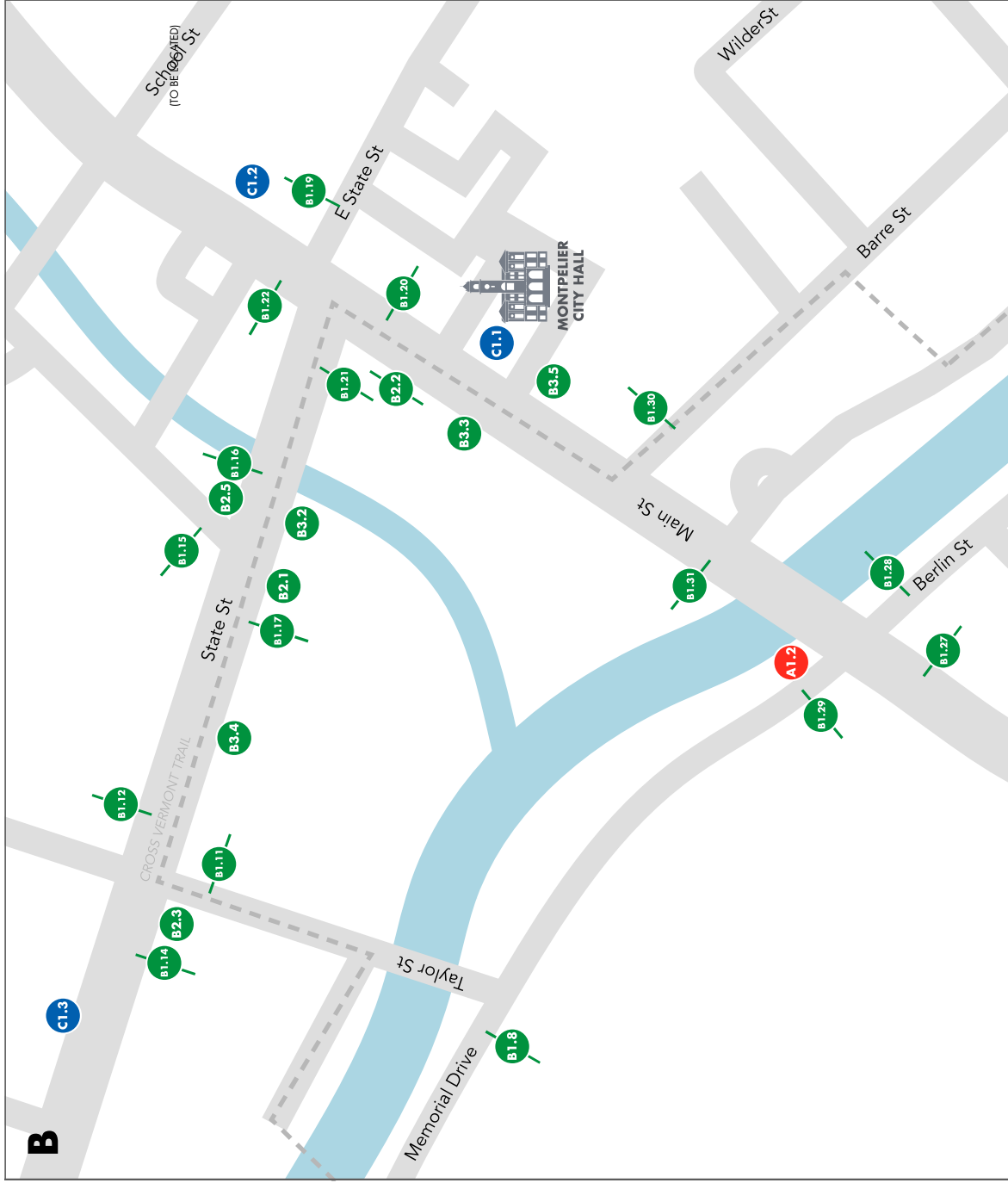
SIGN LOCATION PLAN



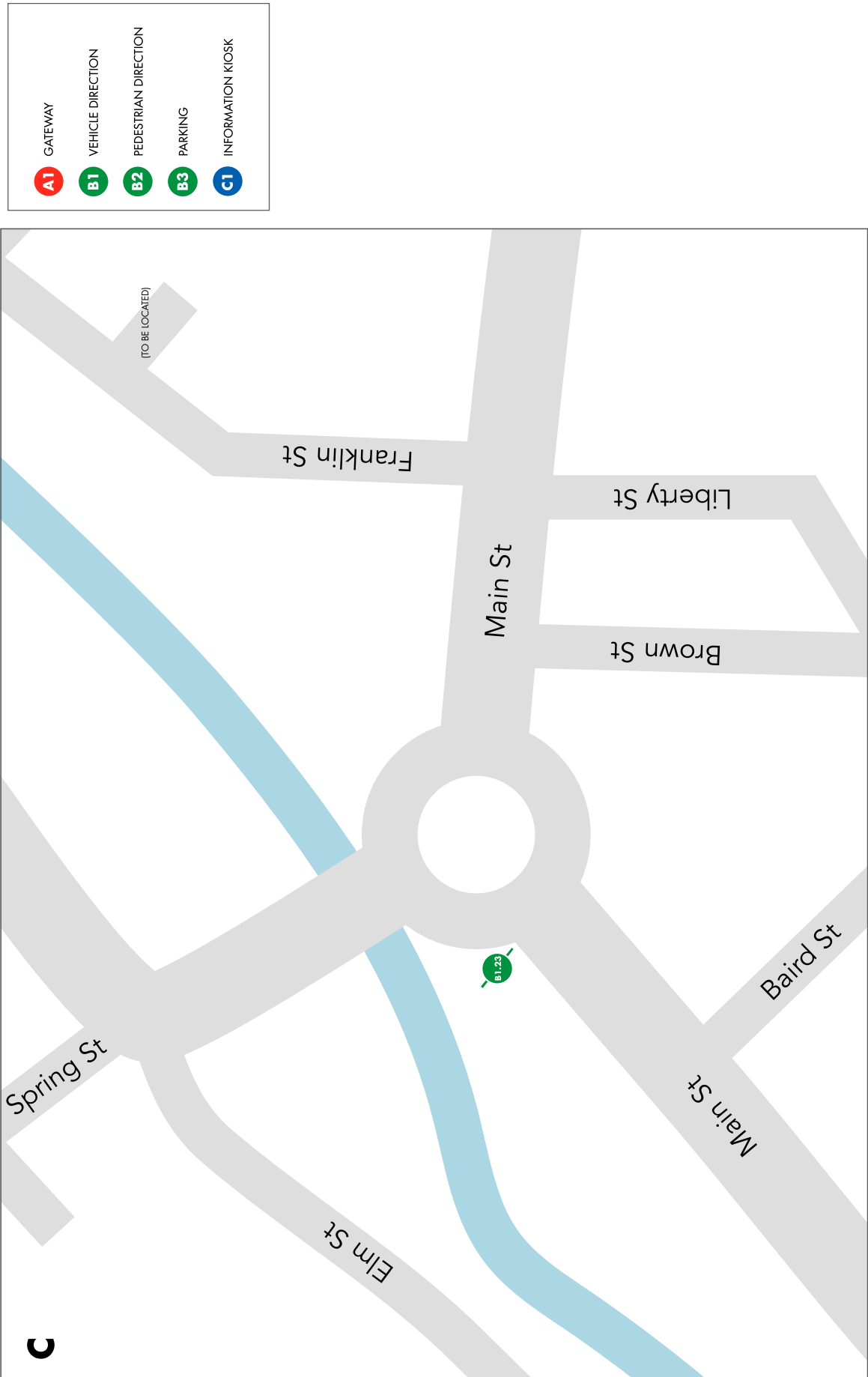
SIGN LOCATION PLAN – KEYMAP A



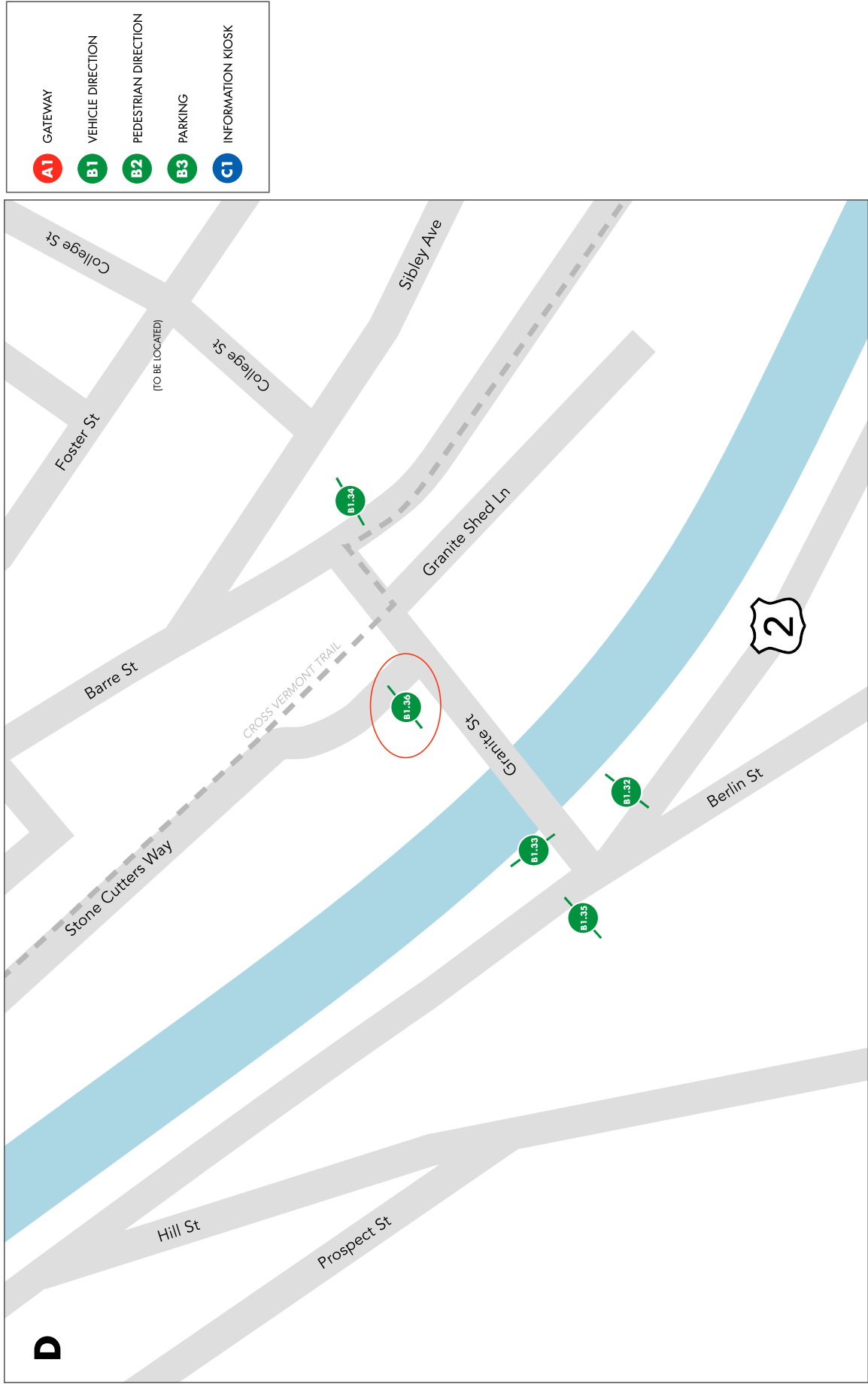
SIGN LOCATION PLAN – KEYMAP B



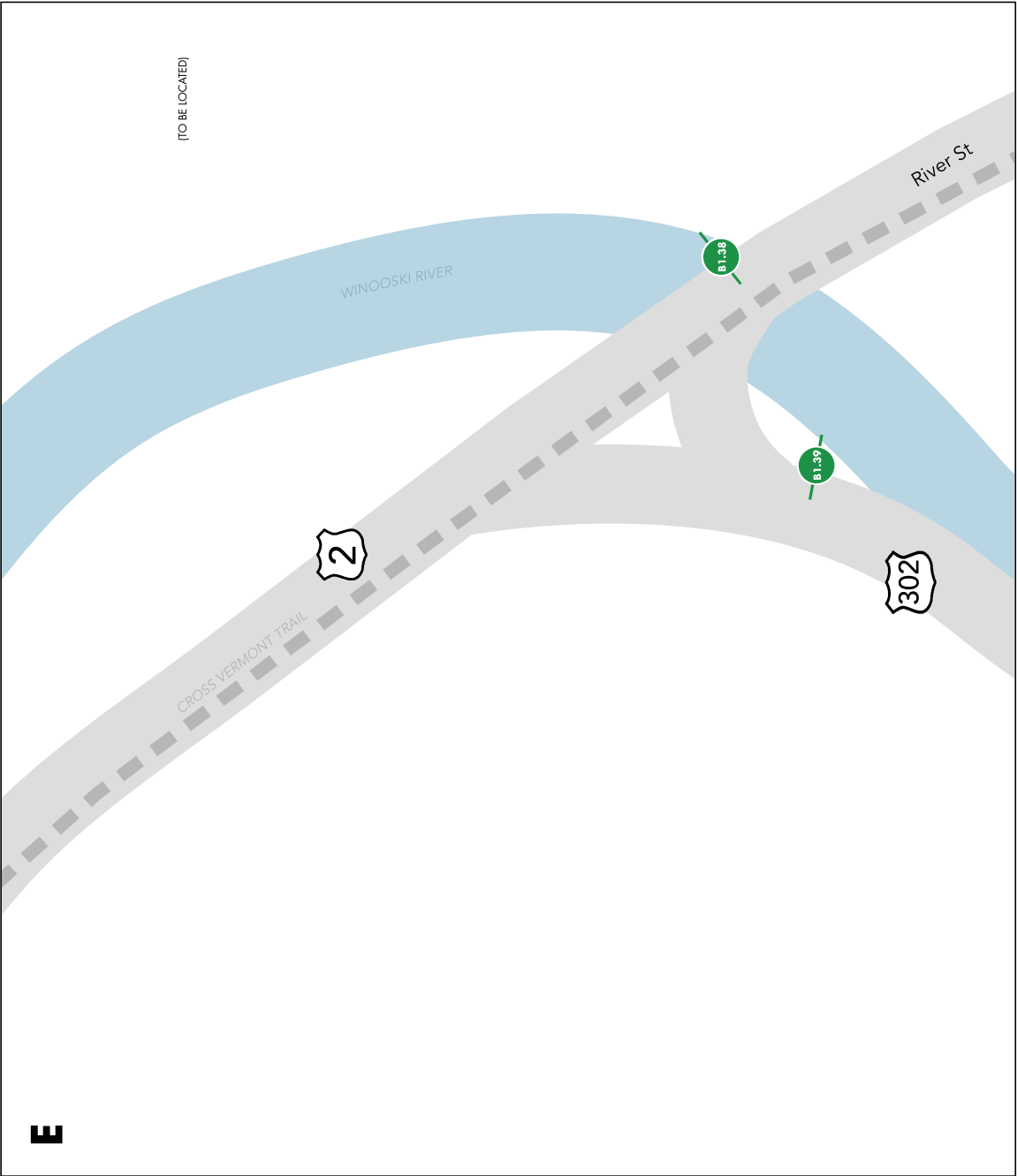
SIGN LOCATION PLAN – KEYMAP C



SIGN LOCATION PLAN – KEYMAP D



SIGN LOCATION PLAN – KEYMAP E



MESSAGE SCHEDULE — 01

KEY MAP A

SIGN TYPE B1 – VEHICLE DIRECTIONAL

- B1.1  CITY HALL
 DOWNTOWN
STATE HOUSE
TRANSPORTATION CENTER
 
- B1.2  DOWNTOWN
STATE HOUSE
VT HISTORICAL SOCIETY
MUSEUM
 
TRANSPORTATION CENTER
- B1.3  DOWNTOWN
STATE HOUSE
VT HISTORICAL SOCIETY
MUSEUM
TRANSPORTATION CENTER
 
- B1.4  TRANSPORTATION CENTER
 HUBBARD PARK
- B1.6  DOWNTOWN MONTEPELIER
STONE CUTTERS WAY
BARRE STREET
TRANSPORTATION CENTER
 CAPITOL COMPLEX 
CAPITAL REGION
VISITORS CENTER

KEY MAP B

SIGN TYPE B1 – VEHICLE DIRECTIONAL

- B1.8  DOWNTOWN MONTEPELIER
STONE CUTTERS WAY
BARRE STREET
 CAPITOL COMPLEX
VT HISTORICAL SOCIETY
MUSEUM
TRANSPORTATION CENTER
- B1.11  PARKING 
 DOWNTOWN
CITY HALL
 
 STATE HOUSE
CAPITAL REGION VISITORS
CENTER 
- B1.12  STATE HOUSE
CAPITAL COMPLEX 
CAPITAL REGION VISITORS
CENTER
 TRANSPORTATION CENTER
- B1.14  DOWNTOWN
CITY HALL
CITY CENTER
 
 TRANSPORTATION CENTER

SIGN TYPE B2 – PEDESTRIAN DIRECTIONAL

- B2.4 **SIDE A (EAST)**
 HUBBARD PARK TRAIL
SIDE B (WEST)
 DOWNTOWN
VT HISTORICAL SOCIETY MUSEUM
KELLOG-HUBBARD LIBRARY
CITY CENTER
 
- B2.7 **TRAIL SIGN**
(NEED CLARIFICATION FOR LOCATION)
SIDE A
 HUBBARD PARK
SIDE B
 CAPITAL COMPLEX
DOWNTOWN
 
- B2.9  HUBBARD PARK (TRAIL ACROSS ST)
 DOWNTOWN  
VT HISTORICAL SOCIETY MUSEUM
KELLOG-HUBBARD LIBRARY
CITY HALL
CITY CENTER
TRANSPORTATION CENTER

MESSAGE SCHEDULE — 02

KEY MAP B - CONTINUED SIGN TYPE B1 – VEHICLE DIRECTIONAL

B1.15  STATE HOUSE
VT. HISTORICAL SOCIETY
MUSEUM 

 TRANSPORTATION CENTER
DOWNTOWN
CITY HALL
CITY CENTER
 

B1.16  CAPITOL COMPLEX
VT. HISTORICAL SOCIETY
MUSEUM
TRANSPORTATION CENTER 
LANGDON ST  

B1.17  CITY HALL
KELLOG-HUBBARD LIBRARY

 LANGDON ST
 

B1.19  CAPITOL COMPLEX
VT HISTORICAL SOCIETY
MUSEUM
 
TRANSPORTATION CENTER
 KELLOG-HUBBARD LIBRARY
 CITY HALL
STONE CUTTERS WAY
 

B1.20  KELLOG-HUBBARD LIBRARY
 VT COLLEGE OF FINE ARTS
 CAPITOL COMPLEX
 
TRANSPORTATION CENTER

B1.21  VT COLLEGE OF FINE ARTS
 CITY HALL
STONE CUTTERS WAY
 
 CITY CENTER
KELLOG-HUBBARD LIBRARY

B1.22  CITY HALL
STONE CUTTERS WAY
 
 CAPITOL COMPLEX
TRANSPORTATION CENTER
 VT COLLEGE OF FINE ARTS

B1.27  DOWNTOWN MONTPELIER
 RIVER STREET  
 CAPITOL COMPLEX 
TRANSPORTATION CENTER

B1.28  TRANSPORTATION CENTER
 DOWNTOWN MONTPELIER
CAPITOL COMPLEX
CITY HALL

B1.29  RIVER STREET
 DOWNTOWN MONTPELIER
STONE CUTTERS WAY
BARRE STREET

B1.30  CITY HALL
CITY CENTER
 
 STONE CUTTERS WAY

B1.31  RIVER STREET
 STONE CUTTERS WAY

MESSAGE SCHEDULE — 03

KEY MAP B - CONTINUED SIGN TYPE B2- PEDESTRIAN DIRECTIONAL

B2.1  STATE HOUSE
HUBBARD PARK
TRANSPORTATION CENTER

 DOWNTOWN
CITY HALL 
CITY CENTER
LANGDON ST

B2.2 **SIDE A**
 STATE HOUSE
CAPITOL COMPLEX
CAPITAL REGION VISITORS CENTER
VT HISTORICAL SOCIETY MUSEUM
KELLOG HUBBARD LIBRARY 


 BARRE ST
STONE CUTTERS WAY



SIDE B
 STATE HOUSE
CAPITOL COMPLEX
CAPITAL REGION VISITORS CENTER
VT HISTORICAL SOCIETY MUSEUM
KELLOG HUBBARD LIBRARY 


 BARRE ST
STONE CUTTERS WAY



B2.3  STATE HOUSE
HUBBARD PARK
CAPITAL REGION VISITORS CENTER

 DOWNTOWN
CITY HALL
VT HISTORICAL SOCIETY MUSEUM



B2.5  LANGDON ST 

 DOWNTOWN 


 STATE HOUSE
CAPITAL REGION VISITORS CENTER
VT HISTORICAL SOCIETY MUSEUM
HUBBARD PARK TRAIL
TRANSPORTATION CENTER

KEY MAP C

SIGN TYPE B1 - VEHICULAR DIRECTIONAL

B1.23  DOWNTOWN
CAPITOL COMPLEX
CITY HALL
STONE CUTTERS WAY



KEY MAP D

SIGN TYPE B1 - VEHICULAR DIRECTIONAL

B1.32  DOWNTOWN MONTPELIER
CAPITOL COMPLEX

 STONE CUTTERS WAY
BARRE STREET

B1.33  DOWNTOWN MONTPELIER
CAPITOL COMPLEX
STONE CUTTERS WAY
BARRE STREET



 RIVER STREET

B1.34  STONE CUTTERS WAY
 DOWNTOWN MONTPELIER



B1.35  RIVER STREET

 STONE CUTTERS WAY
BARRE STREET

MAP E

B1.38  DOWNTOWN MONTPELIER
CAPITOL COMPLEX
STONE CUTTERS WAY
BARRE ST
TRANSPORTATION CENTER

B1.39  DOWNTOWN MONTPELIER
CAPITOL COMPLEX
STONE CUTTERS WAY
BARRE ST
TRANSPORTATION CENTER



SUBJECT: Alternative Transportation Fund 5 Year Plan

SUBMITTING DEPARTMENT: Public Works/Montpelier Transportation Infrastructure Committee

RECOMMENDED ACTION: Review 5 year plan. Vote to extend Alternative Transportation Fund for 3 additional years and to approve 5 year plan.

RELATED COUNCIL GOAL/PRIOR ACTION:

C. Public Safety

F. Quality of Life

EXPENDITURE REQUIRED: Approx. \$42,000 annually (5% of annual parking revenue)

SOURCE OF FUNDS: Parking Fund

LEGAL REQUIREMENTS: Act 34 requires the state and all municipalities to consider the needs of all users in all projects and all phases, regardless of funding source.

BACKGROUND INFORMATION: Beginning in FY15 the City Council directed that 5% of the annual parking revenue be used for alternative transportation projects which would sunset after 5 years. The Council also tasked the Montpelier Transportation Advisory Committee with spending those funds accordingly and since then the funds have been used for such projects as:

- The development of the Montpelier in Motion plan
- Bicycle parking
- Bicycle infrastructure improvements
- The design and construction of Guertin Park
- Several events and public outreach initiatives directed toward raising awareness about safe bicycling and walking as well as increasing interest for walking and bicycling.

The Montpelier Transportation Infrastructure Committee is requesting that the 5 year term be extended by 3 years (to sunset after FY22) and that the proposed 5 year plan be approved. Attached are three maps indicating the bicycle infrastructure improvements that have taken place since the adoption of Montpelier in Motion and what the infrastructure could look like at the completion of the proposed 5 year plan. In addition to contributing to the increased bicycle infrastructure shown on these maps the 5 year plan includes projects such as:

- Sidewalk gap remediation
- Installation of rectangular rapid flashing beacons at crosswalks
- Traffic studies for improving bike and pedestrian connectivity on Main Street, Barre Street, and Memorial Drive
- Implementation of the City's Wayfinding Master Plan,
- Ongoing public outreach

The Committee feels that the projects referenced in the 5 year plan reflect the recommendations

in Montpelier in Motion and the goals of the City Council. They have also been able to leverage some of the funds in the past by acquiring state transportation grants and plan to continue to seek out and take advantage of those opportunities.

SUPPORTING DOCUMENTS: 5 Year Plan, Project Descriptions, Infrastructure Improvement Maps

INTERESTED PARTIES: Public Works, Montpelier Transportation Infrastructure Committee, and Planning Department

CITY MANAGER'S APPROVAL:

Jane Allen

Alternative Transportation Fund 5 Year Plan

		Remaining 2 Years of Original Plan		Proposed 3 Year Extension		
Item No.	Projects	FY18	FY19	FY20	FY21	FY22
	Previous Year Balance	\$ 93,000.00	\$ 70,425.00	\$ 26,925.00	\$ 12,000.00	\$ 1,500.00
	5% of Projected Parking Fund	\$ 42,000.00	\$ 42,000.00	\$ 42,000.00	\$ 42,000.00	\$ 42,000.00
	Total Beginning of Year Balance	\$ 135,000.00	\$ 112,425.00	\$ 68,925.00	\$ 54,000.00	\$ 43,500.00
	Outreach/Education					
1	Active Transportation Events/Festivals/Public Outreach	\$ 3,275.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
	Infrastructure					
2	Minor Bicycle/Pedestrian Infrastructure	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
3	Bike Parking	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
4	Annual Crosswalk/Bike Network Restriping	\$ 5,000.00	\$ 6,000.00	\$ 7,000.00	\$ 8,000.00	\$ 9,000.00
5	Cross Trail VT Bridge Construction	\$ 5,000.00				
6	Guertin Park Construction	\$ 8,000.00				
7	NBNC Charging Station	\$ 3,800.00				
8	Rectangular Rapid Flashing Beacon Crossings	\$ 18,000.00	\$ 18,000.00		\$ 18,000.00	
9	Berlin Street Bike Lane Study & Installation	\$ 10,000.00				
10	VTrans Bike & Ped Matching Funds (Sidewalk Gap Remediation)		\$ 10,000.00	\$ 10,000.00	\$ 14,000.00	\$ 22,000.00
11	Complete Streets Implementation					
	College Street Bike and Pedestrian Facility Striping		\$ 8,000.00			
	East State Street Bike and Pedestrian Facility Striping		\$ 6,000.00			
	College Street Sidewalk Gap Remediation		\$ 30,000.00			
12	Main Street/Barre Street Scoping Study Implementation			\$ 17,425.00		
13	Wayfinding Pedestrian Information Kiosks			\$ 5,000.00		
14	Memorial Drive Shared Use Path Feasibility Study			\$ 10,000.00		
15	Main Street Bike and Pedestrian Striping/Signage				\$ 5,000.00	
16	Mountainview/Derby Bike Facility Striping/Signage					\$ 5,000.00
	Studies					
17	Main St./Barre St. Scoping Study Matching Funds	\$ 10,000.00				
	Subtotal	\$ 64,575.00	\$ 85,500.00	\$ 56,925.00	\$ 52,500.00	\$ 43,500.00
	Remaining Funds	\$ 70,425.00	\$ 26,925.00	\$ 12,000.00	\$ 1,500.00	\$ -

Highlighted items represent funds that have been committed to the project but not yet spent

Project Descriptions

1. Active Transportation Events/Festivals/Public Outreach

Funding for an ongoing effort to raise awareness about general information and safety. Also an effective method for raising interest and enthusiasm for walking and bicycling.

2. Minor Bicycle/Pedestrian Infrastructure

3. Bike Parking

Bike racks located within the city right of way. These are placed upon request and approved and installed by DPW.

4. Annual Crosswalk/Bike Network Restriping

Restriping of existing bicycle and pedestrian facilities on an annual basis.

5. Cross VT Trail Bridge Construction

Contribution to Cross Trail VT Association for the construction of a bridge spanning the Winooski River.

6. Guertin Park Construction

Construction of a pocket park along the shared use path between Taylor Street and the Winooski River Bridge.

7. NBNC Charging Station

Installation of an electric vehicle charging station at North Branch Nature Center

8. Rectangular Rapid Flashing Beacon Crossings

Alternating flashing lights placed below crossing signs which are activated when a pedestrian is present at the crosswalk.

FY18 Locations (50% state grant funding acquired) = Elm @ Vine, Elm @ Pearl, Main @ Barre, Bailey @ Shared Use Path

FY19 Locations = Northfield @ Derby, Northfield @ #56. To be installed upon completion of the Northfield Street Project

FY21 Locations = Granite @ Shared Use Path, Barre @ Shared Use Path. To be installed upon the completion of Shared Use Path Extension Project.

9. Berlin Street Bike Lane Study & Installation

Installation of bike lanes on Berlin Street from Main Street to Granite Street to be coordinated with the paving of Northfield Street and Main Street. Also includes traffic impact study at Berlin/Granite and Berlin/Main intersections due to possible lane reduction.

10. VTrans Bike & Ped Matching Funds (Sidewalk Gap Remediation)

Matching funds required for a VTrans Bike & Pedestrian Program grant to be applied for in FY19. The project will construct new sidewalks at the following locations:

- Northfield Street (West side from Derby to #56)
- Granite Street (West side from Granite Street Bridge to shared use path crossing)
- Pioneer Street (Both sides from Pioneer Street Bridge to River Street)
- Berlin Street (East side from Hebert Road to Sherwood Drive)

11. Complete Streets Implementation

College Street Bike and Pedestrian Facility Striping

Durable crosswalk and shared lane striping/signage on College Street from Woodrow Avenue to Ridge Street to be coordinated with paving of College Street in FY19. Bicycle and pedestrian markings will be a durable

material instead of paint which will last longer and result in visible markings during the winter and spring months.

East State Street Bike and Pedestrian Facility Striping

Durable crosswalk and shared lane striping/signage East State Street from College Street to Main Street to be coordinated with paving of College Street in FY19. Bicycle and pedestrian markings will be a durable material instead of paint which will last longer and result in visible markings during the winter and spring months.

College Street Sidewalk Gap Remediation

Construction of sidewalk on the west side of College Street from East State Street to Ridge Street to be coordinated with paving of College Street in FY19.

12. Main Street/Barre Street Scoping Study Implementation

Shared use path connection on Barre Street between Main Street and the Recreation Center. The method and cost will be determined by the results of the Main/Barre Scoping study to be concluded by fall of '18'.

13. Wayfinding Pedestrian Kiosks

Purchase and installation of the pedestrian kiosks as recommended in the City's Wayfinding Plan. Quantity and costs of the kiosks to be determined as part of the approved plan which is scheduled to be finalized in the winter of '18'.

14. Memorial Drive Shared Use Path Feasibility Study

Feasibility study for the construction of a shared use path on Memorial Drive between Green Mountain Drive and Dog River Rd.

15. Main Street Bike Facility Striping/Signage

Installation of bike lanes on Main Street from Towne Hill Road to Loomis Street

16. Mountainview/Derby Bike Facility Striping/Signage

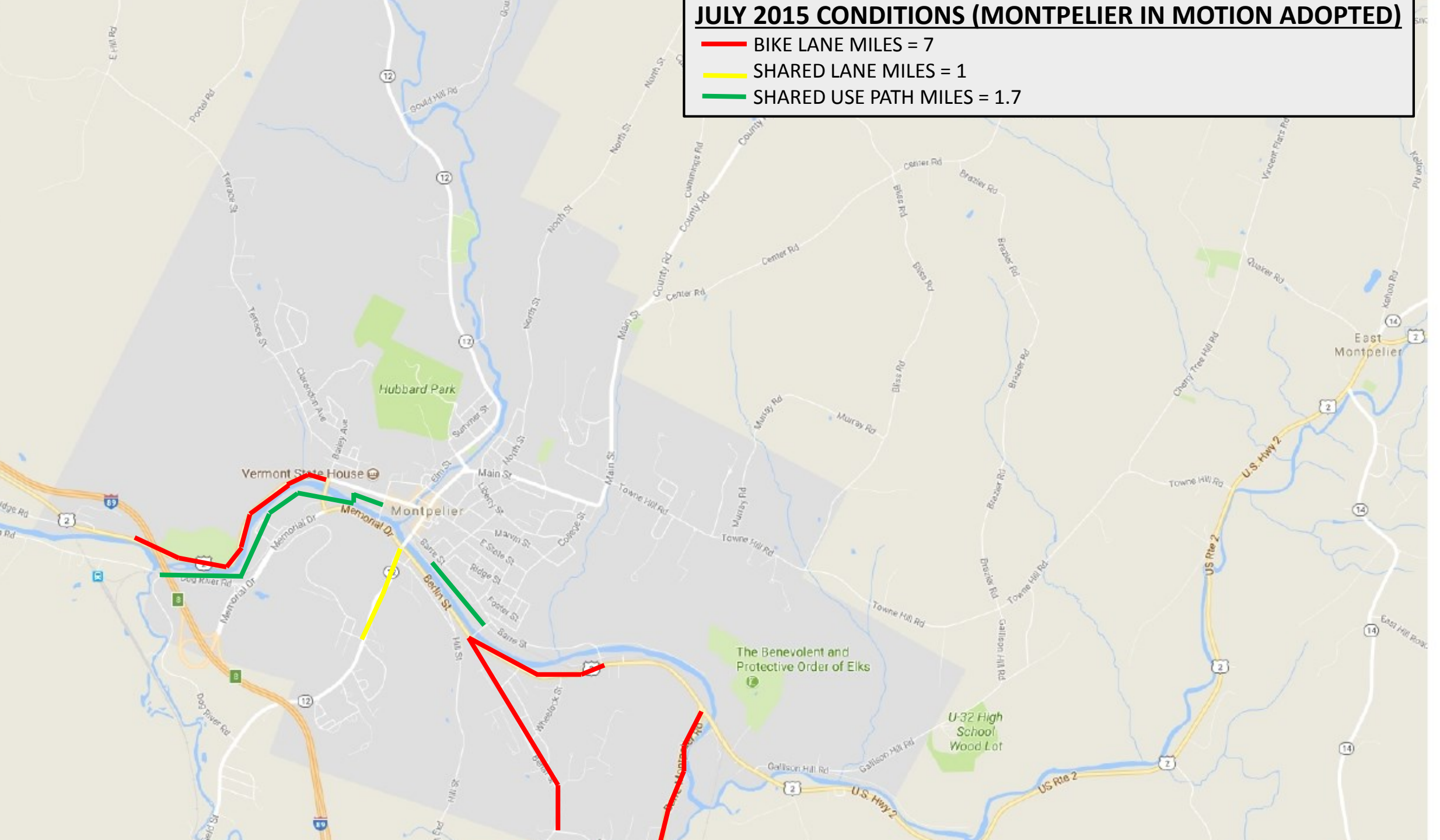
Installation of bike lanes on Mountainview Street and Derby Drive between Northfield Street and National Life Drive.

17. Main St./Barre St. Scoping Study Matching Funds

Required matching funds for a scoping study focused on improved bicycle and pedestrian connectivity in the downtown. Specifically focusing on Main Street from Memorial Drive to the traffic circle and Barre Street from Main Street to the Recreation Center

JULY 2015 CONDITIONS (MONTPELIER IN MOTION ADOPTED)

- BIKE LANE MILES = 7
- SHARED LANE MILES = 1
- SHARED USE PATH MILES = 1.7



CURRENT CONDITIONS

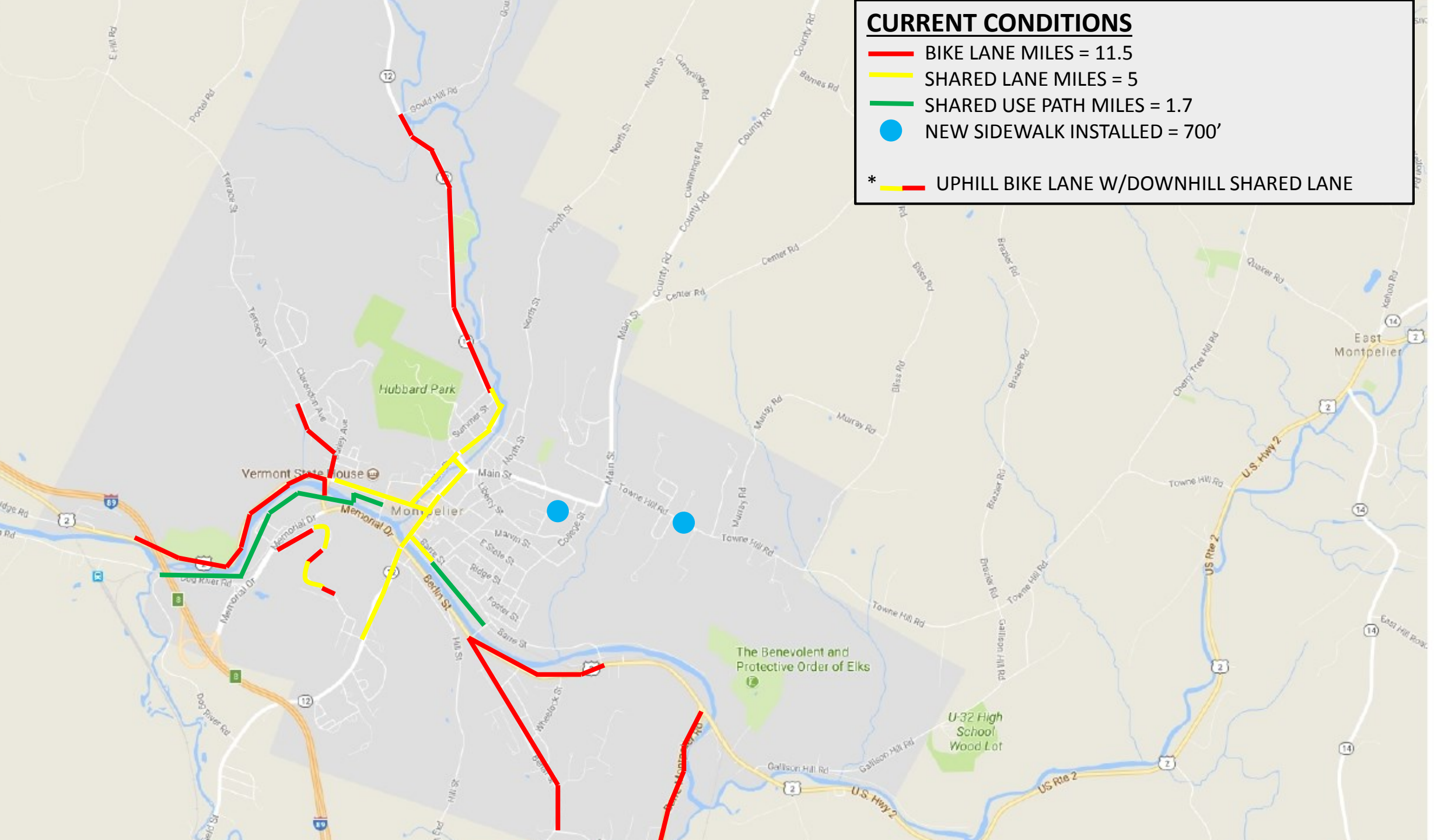
BIKE LANE MILES = 11.5

SHARED LANE MILES = 5

SHARED USE PATH MILES = 1.7

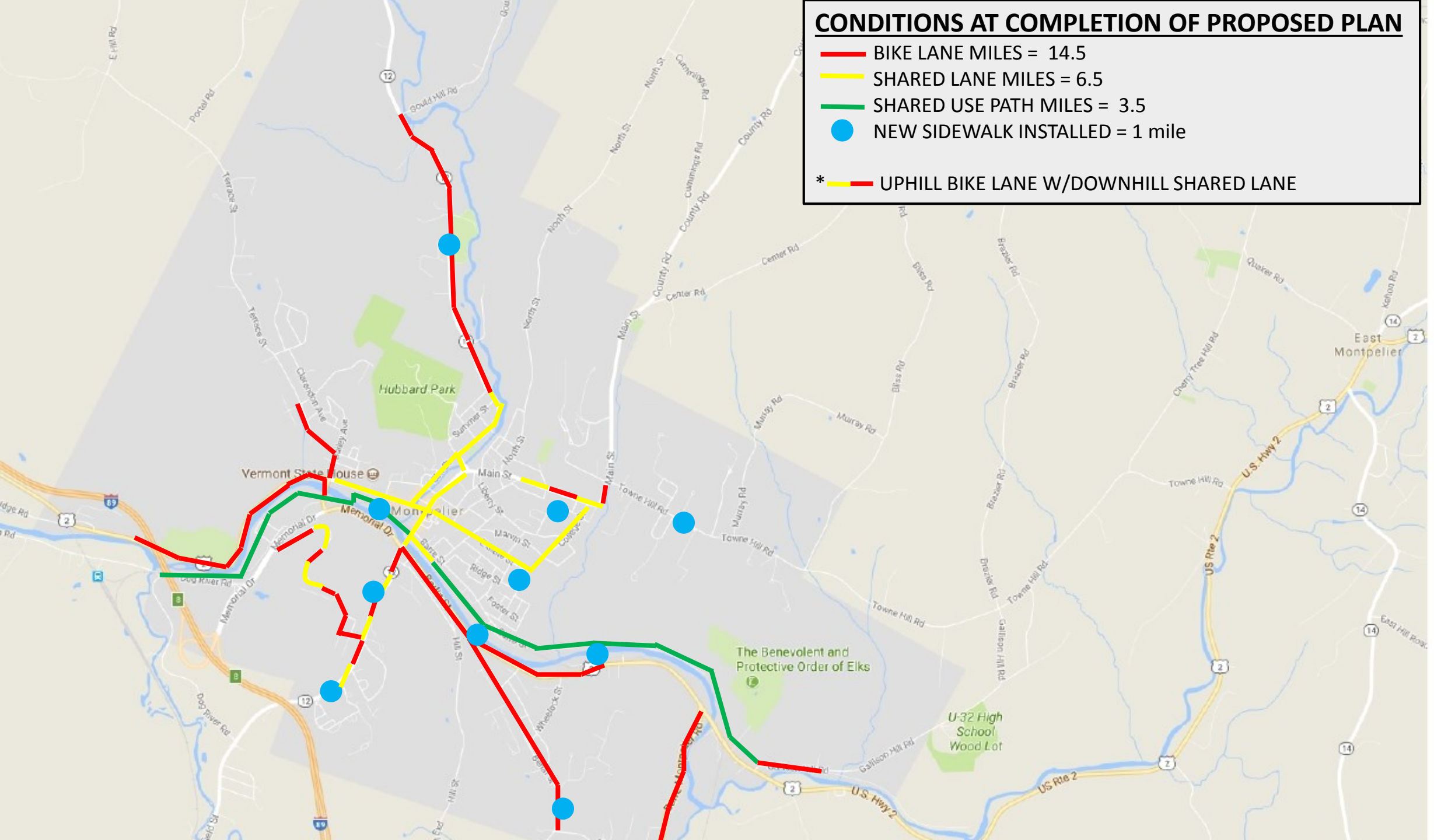
NEW SIDEWALK INSTALLED = 700'

* UPHILL BIKE LANE W/DOWNHILL SHARED LANE



CONDITIONS AT COMPLETION OF PROPOSED PLAN

- BIKE LANE MILES = 14.5
- SHARED LANE MILES = 6.5
- SHARED USE PATH MILES = 3.5
- NEW SIDEWALK INSTALLED = 1 mile
- * UPHILL BIKE LANE W/DOWNHILL SHARED LANE





CITY COUNCIL Agenda Item #17-357

Date: 11/9/2017

Consent ☐ **Discussion** ☒ **Time Sensitive** ☐
(outlined below)

SUBJECT: Beehive Asset Management Software Update

SUBMITTING DEPARTMENT: DPW

RECOMMENDED ACTION: N/A

RELATED COUNCIL GOAL/PRIOR ACTION: Goal G- Achieve Steady state for infrastructure maintenance and improvements, facilities and equipment

EXPENDITURE REQUIRED: \$14,500 Annually

SOURCE OF FUNDS:

Water Fund: \$2,416.66

Sewer Fund: \$4,833.32 (Sewer Fund pays for Sewer and Storm modules)

Sidewalks: \$2,416.66

Streets: \$2,416.66

Markings: \$2,416.66

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: The software is used for life cycle & work order tracking of capital assets and infrastructure. The goal of this investment is to capture, preserve and use data to make more informed decisions. Upon completion of data gathering and entry, asset inventories will include locations integrated with our GIS mapping software, what the asset is, the current condition, what needs to be done or has already been done.

SUPPORTING DOCUMENTS: Presentation documents to be provided prior to the meeting via email.

INTERESTED PARTIES: DPW, City Council, CIP Committee

CITY MANAGER'S APPROVAL:

Done all

Asset Management Software: Beehive Industries

Modules:

Water
Sewer
Stormwater
Sidewalk
Markings
Roads



Supplemental Information:

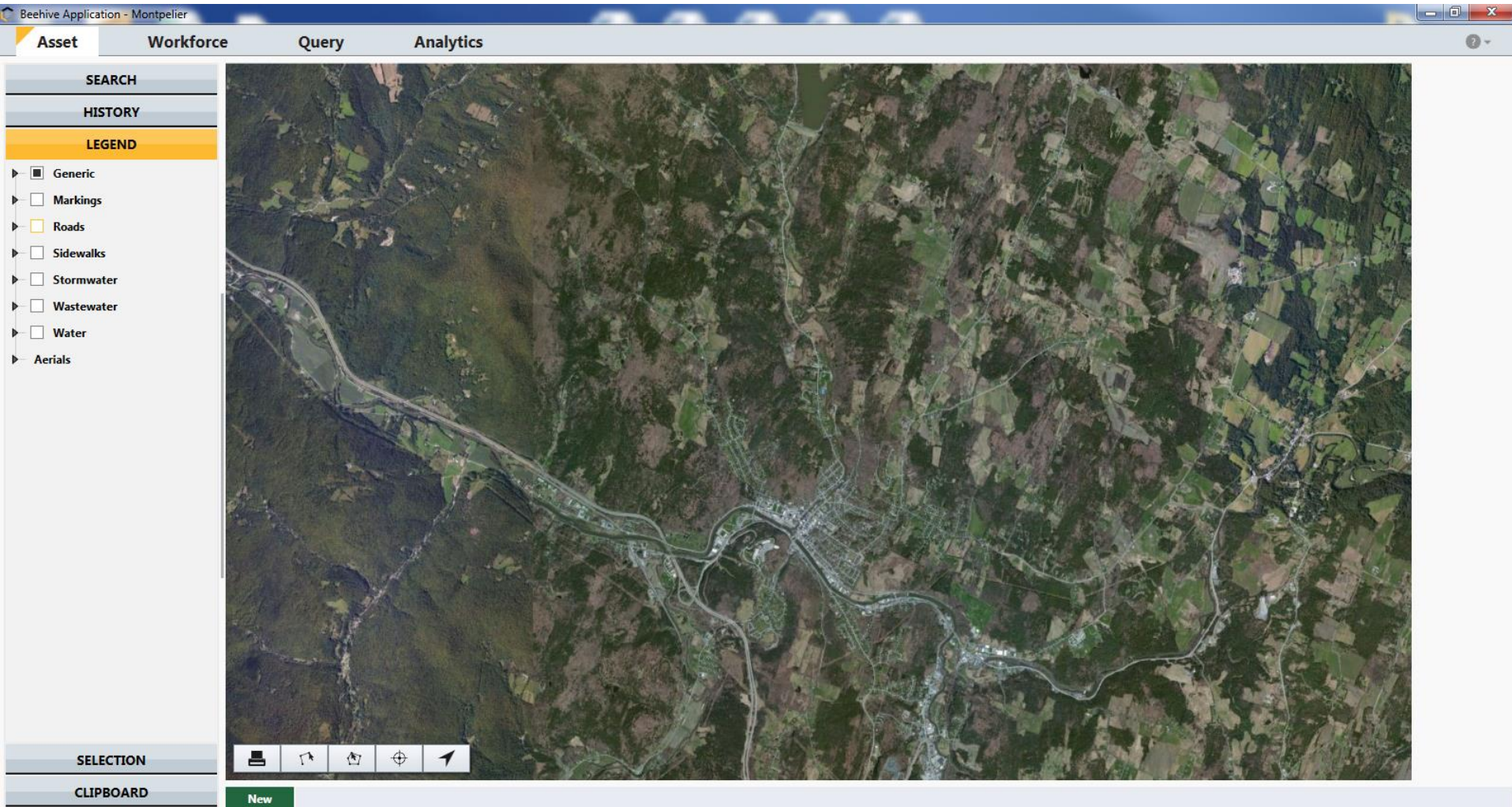
Addresses
City Limits
Districts
Flood
Parcels
Grand List Information

BeehiveTM
industries

Caching

What is asset management and why is it needed?

Asset Management Software: Home Screen



Implementation Tasks

Input Existing GIS information into Beehive

Edit format and presentation of data

Integrate with GIS

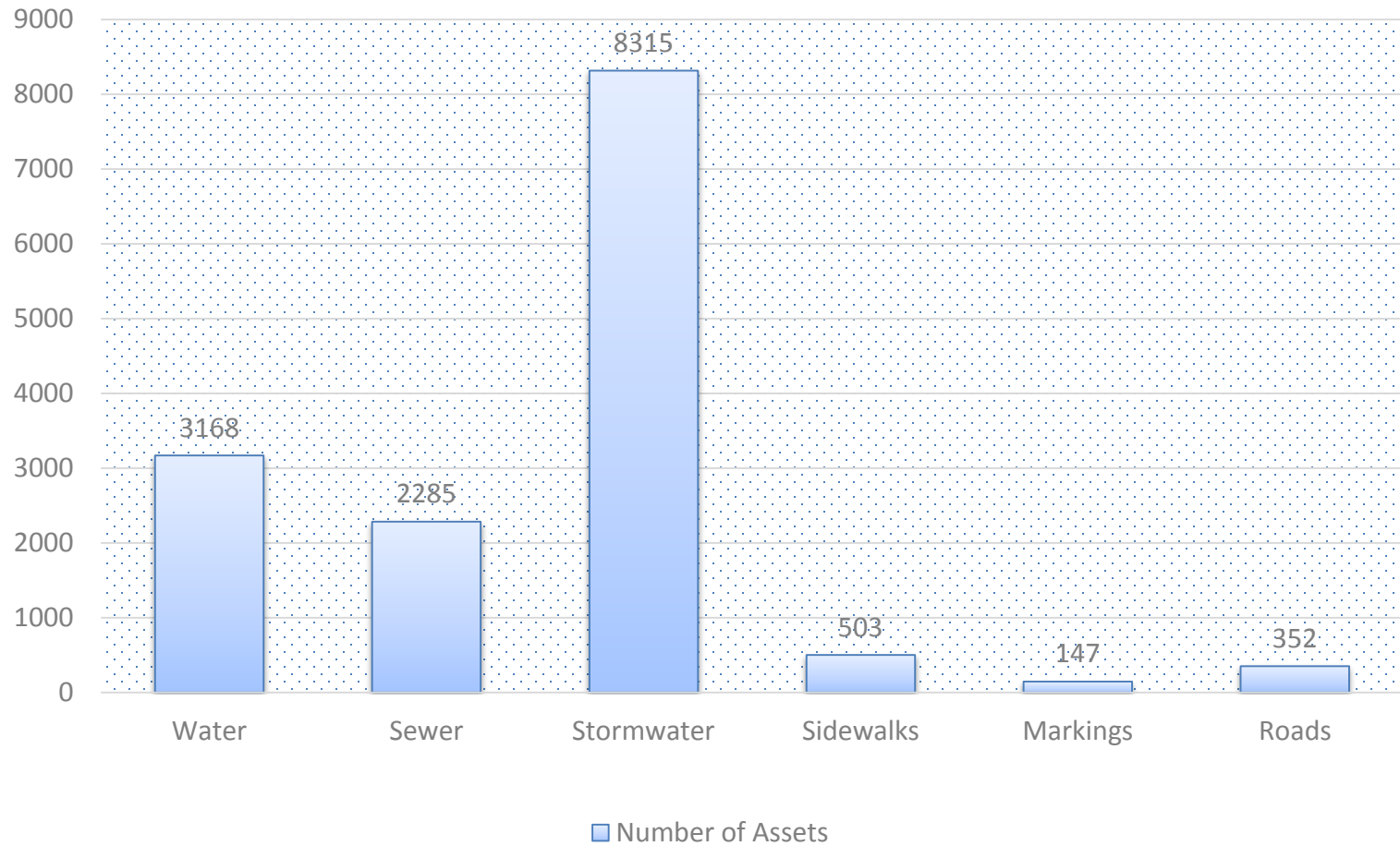
Download Software to Computers

Introduce to Public Works Crew Members and Training

Begin tracking asset history

Condition Assessment of Assets

Number of Assets by Module



Asset Management Software: Water Module

What is an attribute?

Feature/Attribute Information: Typical Information for attributes: ID, Life Cycle, Blow off Assemblies, Pipe Material, Diameter, Length, Pressure Zone and more.

- Blow off Assemblies
- Curb Stops
- Fittings
- Hydrants
- Laterals
- Manholes
- Meters
- Misc
- Pipes
- Structures
- Valve
- Water Service Customers
- Wells
- Work Orders



ML-16
Water Pipe

Street View
 Print Summary

SUMMARY
PROPERTIES
DOCUMENTS

Identification

Name

Life Cycle

Private
☐

Pipe Properties

Material

Diameter

Map Length
951.85 ft

Use

Use

Pressure Zone

Dead End
☐

Location

Endpoints
ML-592
WV-288

Location Confidence



Water System Summary

Montpelier

Feature Summary	Count	Length
Water Curb Stop	381	0
Water Hydrant	310	0
Water Lateral	698	0
Water Pipe	817	255,730
Water Pump	2	0
Water Structure	1	0
Water Valve	959	0

Pipe Count By Material and Diameter

Material	Count	%	0	2	4	8	12	16	20	30	Other
Cast Iron	472	57.8 %	4	1	131	165	99	34	10	19	9
Copper	23	2.8 %	15	3							5
Ductile	235	28.8 %			1	7	49		112		66
Galvanized	4	0.5 %		4							
PVC	11	1.3 %			4		7				
Unknown	72	8.8 %				1	4	1			66

Pipe Length By Material and Diameter

Material	Length	%	0	2	4	8	12	16	20	30	Other
Cast Iron	157,740	61.7 %	1,593	182	41,308	54,500	36,103	10,895	1,779	9,092	2,287
Copper	6,534	2.6 %	4,889	1,050							595
Ductile	71,096	27.8 %			681	3,007	14,392		31,497		21,518
Galvanized	1,027	0.4 %		1,027							
PVC	3,974	1.6 %			383		3,591				
Unknown	15,359	6.0 %				419	1,762	136			13,041

Report: Water Events By Date Range

Email Report

Event Type: Water Hydrant - Hydrant Flushing



From Date: 3/2/2017

To Date: 5/30/2017

Preview



Water Events By Date Range

Montpelier

Date Range: 3/2/2017 - 5/30/2017

Date: 4/24/2017 **Status:** In Progress **Assigned To:**
Event ID: 1008 **Event Type:** Hydrant Flushing **Work Order ID:**
Feature ID: Hyd-243 **Feature Class:** Water Hydrant **Fee:**
Note: Mass push of hydrant flushing events for planning purposes.

Date: 4/24/2017 **Status:** In Progress **Assigned To:**
Event ID: 1009 **Event Type:** Hydrant Flushing **Work Order ID:**
Feature ID: Hyd-80 **Feature Class:** Water Hydrant **Fee:**
Note: Mass push of hydrant flushing events for planning purposes.

Date: 4/24/2017 **Status:** In Progress **Assigned To:**
Event ID: 1010 **Event Type:** Hydrant Flushing **Work Order ID:**
Feature ID: Hyd-278 **Feature Class:** Water Hydrant **Fee:**
Note: Mass push of hydrant flushing events for planning purposes.

Date: 4/24/2017 **Status:** In Progress **Assigned To:**
Event ID: 1011 **Event Type:** Hydrant Flushing **Work Order ID:**



EVENT

DOCUMENTS

Identification

Event Type:

Hydrant Flushing

ID:

1235

Maintenance Type:

Preventative

Work Order:

Note:

Mass push of hydrant flushing events for planning purposes.

Status

Status:

In Progress

Priority:

3

Assigned To:

Scheduling

Planned Date:

4/24/2017

Planned Duration (min):

60

Scheduled Time:

10:58 AM

Actual Date:

Enter date

Actual Time:

Enter time

+ 36d

New

Save

Cancel

Delete

Print

Close



Water Activity - Completed Events

Water Event Summary based on date range and event status
Montpelier

Actual Date Range: 3/2/2017 - 5/30/2017

Event Summary				Assets Impacted						
Asset Class	Event Type	Qty	%	Assets	Total	%	LF	LF Total	%	Cost
Water Lateral	Installation	1	100.0 %	1	698	0.1 %	0	0	0.0 %	\$0
Total Events:		1								

CL-419 Water Lateral

SUMMARYPROPERTIESDOCUMENTS (✓)

Identification

Attributes

ID

CL-419

Life Cycle

Active

Type

Service Line

Project

Towne Hill Water line Replacement

Material

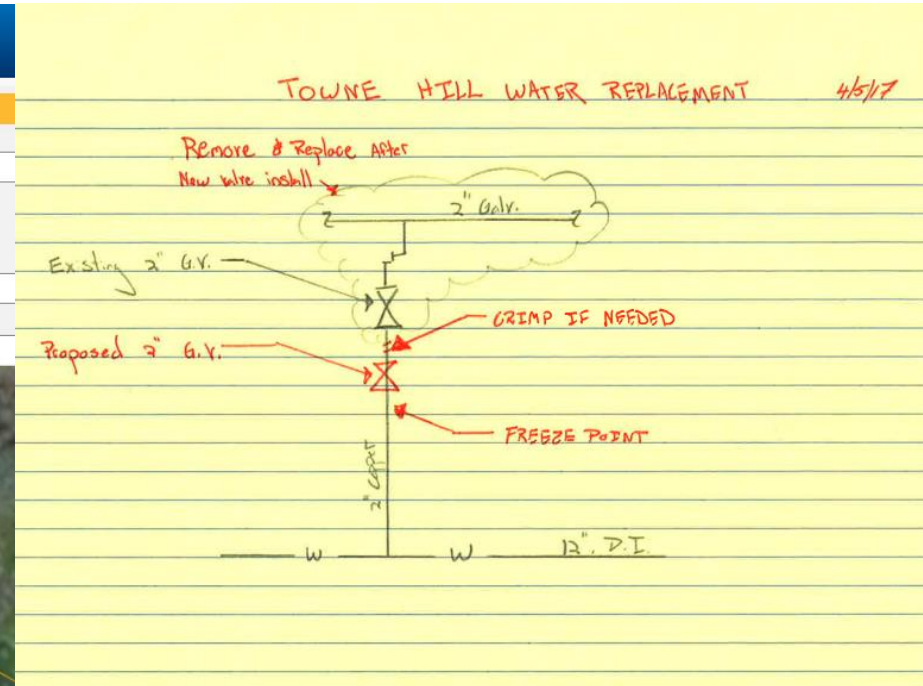
Copper

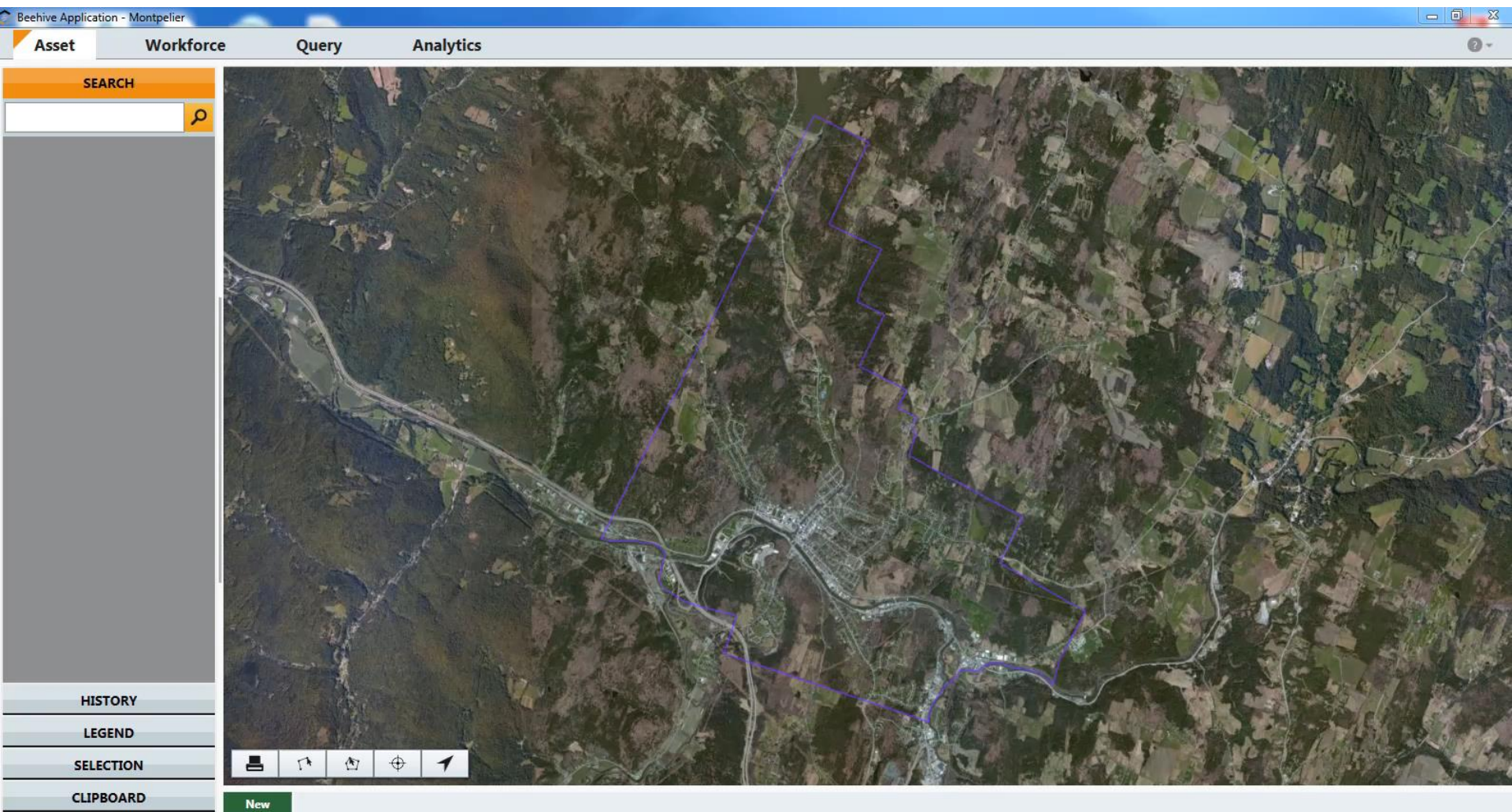
Poly Wrap

☐

Gasket Type

Pipe Class





[Beehive Software](#)



CITY COUNCIL Agenda Item #17-358

Date: November 15, 2017

Consent Discussion X

SUBJECT: Discussion of E-911 compliant street numbering

SUBMITTING DEPARTMENT: Planning & Community Development

RECOMMENDED ACTION: The Director of Planning & Community Development recommends moving forward to implement E-911 compliance over a 3-5 year period for most streets in the City; with guidance from Council..

RELATED COUNCIL GOAL/PRIOR ACTION: Under Public Safety- maintaining safe facilities is a strategy with a focus of considering full E-911 compliance. The action step is to have a council briefing on resources needed.

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: Vermont E-911 Addressing standards

BACKGROUND INFORMATION: While staff does not have a full account of the history of E-911 road naming and numbering in the city, we know that the City receive an exemption to allow the city to maintain its old numbering system when the rules were enacted statewide in the 1990s. This has led to a few issues locally including Loomis, Hubbard, Cummings and Barre Streets where we do not have enough numbers for all buildings. From time to time the question comes up whether we should make a decision to have more roads come into compliance or to possibly bring the entire city into compliance. Doing the latter would require a lot of effort as every property would need a new address but the city could move many roads into compliance with a 3 to 5 year plan working with the high school CBL program.

SUPPORTING DOCUMENTS: Staff has prepared some quick project considerations which are attached as well as some E-911 road naming background information.

INTERESTED PARTIES: Planning Commission, Public safety.

CITY MANAGER'S APPROVAL:

Am all

CHAPTER 3

PUBLIC WORKS

ARTICLE VI. NUMBERING OF BUILDINGS

Sec. 3-600. NUMBERS AFFIXED TO DWELLINGS.

The public works director, under the directions of the City Council, shall, from time to time as the public convenience may require, cause numbers to be affixed to our inscribed on all dwelling-houses and other buildings or parts of buildings on a street. He shall, subject to the approval of the City Council, determine the form, size and material of such numbers, and the mode, place, succession and order of affixing or inscribing them as aforesaid.

Sec. 3-601. NUMBER SCHEME.

The numbering shall begin with number "1" on the right-hand and number "2" on the left-hand, and shall proceed continuously, using whole numbers only, from the place of beginning with the odd numbers and even numbers on opposite sides. Each number shall be as nearly opposite its immediate alternate as may be. All streets shall be numbered from the terminus thereof nearest, by street travel, to the post office.

Sec. 3-602. PENALTY FOR FAILURE TO DISPLAY NUMBER.

An owner or occupant or person in charge of a building or part of a building, who shall neglect or refuse for thirty days to affix or inscribe on the same the number designated, of the form, size and material, and in the mode and place directed, by the public works director, or who shall affix, inscribe or retain thereon a number contrary to such designation or direction, shall be fined not more than five dollars (\$5.00).

Sec's. 3-603 to 3-699. Reserved.

Enacted November 25, 1970

Amendment enacted December 13, 1972 ("city engineer" changed to "public works director" in Sections 3-600 and 3-602).



State of Vermont
Enhanced 9-1-1 Board
100 State Street
Montpelier, VT 05620-6501
e911-info@state.vt.us

[phone] 802-828-4911
[fax] 802-828-4109
[tty] 802-828-5779
[VT only] 800-342-4911

Municipal Government
Enhanced 9-1-1 Maintenance Responsibilities
Updated 14 January 2013

Inaccurate database information may cause confusion and prevent the PSAP from initiating a fast response to an emergency.

Municipalities are required by law (30 V.S.A. §7056 (a)) to maintain the following:

1. Municipal 9-1-1 Coordinator – appointed by the Select Board – to be a liaison to the Enhanced 911 Board on all database and mapping maintenance issues.
2. Municipal address system - increment, odd/even, direction of numbering, road naming.
3. Municipal 9-1-1 atlas - submit to the Board map updates for any changes to sites and/or roads as they occur.
4. Master Street Address Guide (MSAG) database.
5. Emergency Service Zone (ESZ) database and associated emergency service provider information.

The person appointed by the Select Board to be the Municipal 9-1-1 Coordinator should possess basic math and map reading skills and be comfortable talking to people.

Maintenance Guidelines

1. Addressing System

Wherever possible, put an addressing maintenance system in place that utilizes an existing process (permits for driveway, construction, subdivision, etc.).

When a request for a new address is made, obtain an approximate location along with identifying structures or landmarks. Many municipalities use a measuring wheel to measure from an existing driveway to the new driveway and use that measurement to calculate the new address.

Requests for an address assignment should be handled the same day, whenever possible.

We recommend that the municipality notify, in writing, the post office and emergency service providers of any new sites and/or roads.

Keep your maps up-to-date. We recommend that communities have one set of paper maps and make changes on an “as occurred” basis in red pen. Some local 9-1-1 Coordinators recommend marking the date the change was made, too.

2. Municipal 9-1-1 Atlas

Public Safety Answering Points (PSAPs) rely heavily on their map displays to locate emergencies. Therefore it is imperative that the municipality keep their maps up to date by doing the following:

- Submit to the Board, as they occur, updates to sites/and or roads using the *GIS Update Form* so that it can be updated on the PSAPs map display;
- Fill out the *GIS Update form* completely: include a comment and/or site description, indicate the atlas sheet page and check the box that indicates the type of change;
- Mark on the atlas sheet page approximate structure locations and indicate the address that was assigned by the town to that site and the date the assignment was made;
- Draw on the atlas sheet page the approximate location of a new road;
- Send a photocopy of the marked up atlas sheet page along with the *GIS Update Form*.

3. MSAG Database

Dial tone providers use this database to ensure that an address provided by a customer requesting phone service falls within an address range on a road within the municipality he/she lives in. Board staff and the Board's Database Maintenance vendor can assist with completing an *MSAG Update Form*. Board staff can also work with you to incorporate these changes onto the 9-1-1 maps, if you have not already followed the procedure outlined above.

Once a year, the Enhanced 9-1-1 Board will send each municipality a complete MSAG database printout to review and sign.

4. ESZ Database

The ESZ database information must be updated *immediately* when:

- Primary providers of police, fire or EMS services change;
- Dispatching arrangements for those services change;
- Emergency telephone numbers for police, fire or EMS dispatch services change;
- Geographical jurisdiction of primary police, fire or EMS services changes.

Contact the Board prior to any change made to the ESZ Database to ensure that the change will not impact 9-1-1 call handling and delivery of emergency response. Then mark ESZ changes on the municipal 9-1-1 atlas and send it along with a completed *ESZ Update Form* to the Board.

Forms and instructions are also available by calling the Board's offices at 1-800-342-4911. Call anytime for help filling out the forms.

Once a year, the Enhanced 9-1-1 Board will send each municipality a printout of their ESZ information (listing their ESNs and corresponding Emergency Service Providers) to review and sign.

31 010 001. ADDRESSING STANDARDS

The Enhanced 9-1-1 System requires locatable addressing. This document was developed by the Enhanced 9-1-1 Board to provide municipalities with basic locatable addressing standards that ensure compliance with enhanced 9-1-1 system requirements.

Existing addressing systems will continue to be supported; however, if the municipality chooses to either readdress their town or an individual road, or when new roads are created, the following standards must be adhered to.

Addressing situations may arise that are not covered in these standards. If this occurs, communities shall contact the Enhanced 9-1-1 Board for assistance.

Section 1. Administering and Maintaining the Municipal Addressing System

- (a) Municipalities shall follow VT E9-1-1 Standards for naming new roads, for measuring new roads, for assigning numbers to new structures, for updating maps, for informing its emergency service providers of new addresses, for assigning and informing new residents of their official address.
- (b) Municipalities shall immediately inform the State Enhanced 9-1-1 Board in accordance with the *Municipal Government Enhanced 9-1-1 Maintenance Responsibilities* information sheet of any new road names and structure numbers. (see Appendix A)
 - When a request is made for an address assignment, the resident's location shall be obtained, along with any identifying structures or landmarks that help to locate the structure or property requiring the address.
 - Requests should be handled within five business days, whenever possible.
 - Addresses must be assigned by going to the location and taking linear measurements with a third wheel, measuring tape or a GPS device.
- (c) Upon final approval of road names and numbers, the municipal governing body shall send written notification to all affected property owners, the Enhanced 9-1-1 Board, the United States Postal Service (USPS), and emergency service providers (see Appendix B).
 - Municipalities shall advise property owners of their responsibility to notify residents of new addresses.
 - Municipalities shall coordinate with the USPS, as needed, to send written notification of address changes to all property owners of the addresses involved.
- (d) When a new address has been assigned and notifications have been completed, municipalities need to update their maps. Updates shall be sent immediately to the Enhanced 9-1-1 Board Office according to the instructions on the Municipal Government Enhanced 9-1-1 Maintenance Responsibilities information sheet.
- (e) Municipal records shall be updated with new address information in accordance with 30 V.S.A Chapter 87.

Section 2. Road Naming

- (a) Road names (not suffixes and/or directionals) shall be spelled out as per USPS addressing standards (USPS Publication 28).

- (t) Every road must have a single, official name for Enhanced 9-1-1 purposes. Many Vermont roads are known by alternate road names. If desired, the municipality can note alternate common road names in its official list of road names.
- (u) For roads that connect two other roads, but have a middle section that is little-used or impassable (at least in winter) there are several options:
 - Assign a single name to the road and number the road sequentially starting at the more traveled end. This option is recommended when the middle section is passable and used for most of the year.
 - Assign different names to each end of the road and choose a point in the middle of the impassable section where the name changes. This option is appropriate only if the middle section is truly impassable. Each road's numbering would start from its intersection road (where most or all traffic originates) and end at the middle point.
 - Assign a single name to the road, but choose a point in the middle section where the road changes from "East" to "West" or from "North" to "South". For example, "Burly Hill Road E" and "Burly Hill Road W". These constitute two distinct road names, thus it is not preferred since the roads have similar names. The numbering for each road would start at the intersection road (where most or all traffic originates) and end at the middle point.

Section 3. Standard Suffixes

Every official road name shall have a corresponding standard suffix that is in accordance with the USPS standards. (see Appendix C)

Section 4. Driveways and Private Roads

When assigning a new road name to a private road, every attempt shall be made to encourage private road owners with three or more dwellings to join the naming and addressing process.

Standards for Driveways and Private Roads:

- (a) A shared driveway of any length having three or more addresses on it shall be defined as a private road. All structures on the new private road shall be readdressed according to Section 5 & 6. Private roads shall be named as per Section 2.
- (b) A driveway having one or two addresses on it may be defined as either a driveway or as a private road if there is potential for future development.
- (c) Signage of private roads shall be determined by the municipality in accordance with the most recently issued Vermont Agency of Transportation's *The "Orange Book" A Handbook for Local Officials*.
- (d) Private roads shall generally be named distinctly from public roads to avoid any misconceptions or confusion, except where the extension of a public road name to a private road is logical.

Section 5. Numbering/Measuring Increments

The measuring increment is the distance between successive structure numbers (for example, from 100 to 101). For an increment of .001 miles (5.28 feet), structure number 1000 would be 1 mile down the road. Because even-numbered structures are on one side of the road, an interval

■ Incorrect - North
 ■ Correct - N
 (b) Every distinct road
 (c) There shall be
 between m
 coordin
 (d) A n
 (e) +



CITY COUNCIL Agenda Item #17-359

Date: November 15, 2017

Consent ☐ Discussion ☒

SUBJECT: Public Hearing for 1 Taylor Street Housing Community Development Block Grant (CDBG) Application

SUBMITTING DEPARTMENT: Planning & Community Development

RECOMMENDED ACTION: Approve and Sign Resolution authorizing City Staff to prepare and submit an application to the Vermont Community Development Program

RELATED COUNCIL GOAL/PRIOR ACTION: Goal E: Housing – Facilitate Housing Projects

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: Vermont Community Development Program CDBG

LEGAL REQUIREMENTS: Prior to submitting an application all communities are required to conduct a public hearing to obtain the views of citizens on community development, to furnish information concerning the amount of funds available and the range of community development activities that may be undertaken under this program, the impact to any historic and archaeological resources that may be affected by the proposed project, and to give affected citizens the opportunity to examine the proposed statement of projected use of these funds.

BACKGROUND INFORMATION: The proposal is to apply for \$510,000 in VCDP Funds which will be used to accomplish the following activities: conduct new construction multi-family, general administration and program management activities.

SUPPORTING DOCUMENTS: N/A

INTERESTED PARTIES: City Council, Housing Task Force, Downstreet Housing and Community Development

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over a horizontal line.

Grant Application

RESOLUTION FOR VCDP GRANT APPLICATION AUTHORITY

Single Applicant

WHEREAS, the City of Montpelier (hereinafter "Applicant") is applying for a Grant under the Vermont Community Development Program; and

WHEREAS, it is necessary that an application be made and agreements be entered into with the State of Vermont.

Now, THEREFORE, BE IT RESOLVED as follows:

1. that Applicant possesses the legal authority as defined in the State Act [10 VSA §683(8)] to apply for the grant and to administer the program; and
2. that Applicant apply for a grant under the terms and conditions of said program and agree hereby to enter into Certifications and Assurances there of; and
3. the Applicant has a duly adopted and current Municipal Plan 09/23/2015 (Date Adopted) and that the project is consistent with said plan; and
4. the Applicant has received documentation from the Regional Planning Commission that the project is consistent with the "Regional Plan; and
5. that Kevin S. Casey is hereby authorized to be Contact Person and as such to provide, on behalf of Applicant, all documents and information necessary for the completion of said application and to provide such coordination as may be necessary for said application; and
6. that (Name) William J. Fraser Title City Manager who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Authorizing Official (AO) for the Grants Management On-line System, Intelligents; and
7. that it is understood that, if the application is funded, the receipt of VCDP funds, as federal funds passed through the State of Vermont, may require that an audit of the Applicant be conducted under the provisions of the Single Audit Act, as amended, and that VCDP funds may be used to fund only a limited portion of the audit cost.

Passed this 15th day of November, 2017.

LEGISLATIVE BODY

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The above resolution is a true and correct copy of the resolution as adopted at a meeting of the Legislative Body held on the 15th day of November, 2017 and duly filed in my office.

IN WITNESS WHEREOF, I hereunto set my hand this _____ day of _____, _____.

Clerk

Signature



CITY COUNCIL Agenda Item #17-360

Date: November 15, 2017

Consent ☐ Discussion ☒

SUBJECT: Budget Preview

SUBMITTING DEPARTMENT: Finance

RECOMMENDED ACTION: Review of preliminary FY 19 projections and trends for future years.

RELATED COUNCIL GOAL/PRIOR ACTION:

- A: Affordability
- B: Good Governance
- C: Public Safety
- D: Economic Development
- E: Housing
- F: Quality of Life
- G: Infrastructure
- H: Environment

EXPENDITURE REQUIRED: None

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: The City Manager presents a recommended budget to City Council in December.

BACKGROUND INFORMATION: The preliminary forecast provided by finance is intended to provide council members an opportunity to preview the FY19 budget projections before being presented the first working draft on December 13.

SUPPORTING DOCUMENTS: Due to the Veteran's Day holiday, supporting documentation will be emailed directly to council members.

INTERESTED PARTIES: City Council, Voters, City Staff

CITY MANAGER'S APPROVAL:

See all



America's Small Town Capital

November 11, 2017

TO: City Council Members
City Leadership Team

FROM: Todd Provencher, Finance Director

SUBJECT: **FY19 Budget Background**

<u>Year</u>	<u>Voter Approval</u>
★ FY 18	84%
★ FY 17	80%
★ FY 16	80%
★ FY 15	75%
★ FY 14	75%

Municipal Property taxes and Economic Indicators

FIVE YEAR HISTORY-% Changes	FY14	FY15	FY16	FY17	FY18	AVERAGE
Property Tax Increases- Municipal	0.50%	1.30%	2.80%	2.80%	2.70%	2.02%
Median Tax Bill Increases-Municipal	0.60%	1.30%	2.50%	2.50%	2.70%	1.92%
Consumer Price Index(annual)	2.00%	1.3% Aug	0.20%	1.1% Aug	2.2% Sept.	1.47%
City Employee Cost of Living Adjustments	2-2.25%	1.5%- 2.25	1.-2%	1.-2%	1.5%-2%	~ 1.7%
Grand List (Property Values) -Municipal	1.50%	0.70%	0.40%	1.00%	0.59%	0.84%
Unemployment Rate-Montpelier	4.00%	3.70%	3.20%	3.00%	2.70%	3.32%
Total Budgeted Expenditures-General Fund	2.70%	1.60%	4.20%	3.74%	5.10%	3.47%
Property Tax Dollars Raised-Municipal	2.30%	2%	2.70%	2.80%	3.90%	2.74%

In FY19 every 1% increase in the municipal tax rate adds 1.05 cents to the current tax rate and raises an additional \$90,000

MUNICIPAL PROPERTY TAXES

Based on the 2017 Annual Report from Property Valuation and Review, Montpelier has the 18th highest effective municipal tax rate (16th highest in 2016 and 13th highest in 2015) in the state. For the 2017-18 tax year, 70.3% of residents received a property tax adjustment payment from the State of Vermont with an average payment of \$1,354. This represents an increase of 6% from the prior year and an increase in the payment amount of \$20. Circuit Breaker payments for those with household income of less than \$47,000 decreased from 448 recipients to 434 and averaged \$1,223 for the current tax year.

EFFECTIVE TAX RATES

2016 Total Effective Tax Rates for Homestead Properties Listed Low to High	
Town Name	Total Effective Tax Rate for Homestead Properties
Newport City	2.4922
Putney	2.4989
Fairlee	2.5002
Montpelier	2.5047
Readsboro	2.5199
Thetford	2.5353
Vershire	2.5513
Hancock	2.5622
Proctor	2.5907
Bethel	2.5995
West Fairlee	2.6307
Rockingham	2.6421
Roxbury	2.6941
Lemington	2.7735
Hardwick	2.8235
East Haven	2.8892
Windsor	2.9114
Brattleboro	2.9626
Rutland City	2.9977
Barre City	3.0399
Springfield	3.3379

The complete 2017 report is available here:

<http://tax.vermont.gov/sites/tax/files/documents/2017AnnualReportBasedon2016GrandList-FINAL.pdf>

The FY18 municipal tax rate increased from \$1.0307 to \$1.0582 (up 2.7%).

For FY18 (fifth year), a Downtown Improvement Tax rate of \$0.0515 was approved for downtown commercial properties.

Infrastructure Support-Capital Improvement Program (CIP)

The Capital Projects, Equipment and Debt Service Program costs will increase an additional \$166,300 (approximately 1.85 cents) in FY19 as per the “Steady-State” plan.

Preliminary details for FY18:

Preliminary Debt Payments	\$ 667,000
Annual Capital Projects	1,166,996
<u>Equipment</u>	<u>515.000</u>
Total (per Multi-year Plan)	\$2,348,996

Budget projection assumptions

- Base revenue growth on known values only
- Assume ½% increase in the Grand List
- Project salaries and wages based on negotiated and anticipated Collective Bargaining Agreements
- Assume a 6% annual increase in health insurance for calendar year 2019 and beyond.

Revenue Projections

A number of development projects are pending, scheduled to start or will be completed in 2018 and 2019. The construction of Caledonia Spirits, the Taylor Street Multi-modal Transportation Center and Downstreet Housing Project, the French Block housing project, the Taylor Street bike path and the Central VT Regional Bike Path will change the landscape of our community. Each of these projects will improve the Grand List and reduce the overall tax burden on residents.

The creation of a Tax Increment Financing District could also pave the way for a significant infrastructure project leading to considerable Grand List growth. Development potential within the downtown district or Sabin’s Pasture for instance is difficult to forecast at this time.

With new zoning rules pending, I do expect an increase in permit activity in the near term however translating that activity into completed, taxable brick and mortar projects is difficult.

Expense trends/projections - Details

Consumer Price Index – The Consumer Price Index “All Items” for the 12 months ending September 2017 has increased 2.2%. The increases are driven primarily by the energy sector as noted in the chart below by the Bureau of Labor and Statistics.

Table A. Percent changes in CPI for All Urban Consumers (CPI-U): U.S. city average

	Seasonally adjusted changes from preceding month							Un-adjusted 12-mos. ended Sep. 2017
	Mar. 2017	Apr. 2017	May 2017	June 2017	July 2017	Aug. 2017	Sep. 2017	
All items	-.3	.2	-.1	.0	.1	.4	.5	2.2
Food	-.3	.2	.2	.0	.2	.1	.1	1.2
Food at home	.5	.2	.1	-.1	.2	-.2	.0	.4
Food away from home ¹	.2	.2	.2	.0	.2	.3	.3	2.4
Energy	-3.2	1.1	-2.7	-1.6	-.1	2.8	6.1	10.1
Energy commodities	-6.0	1.3	-6.2	-2.7	.0	6.1	12.6	18.9
Gasoline (all types)	-6.2	1.2	-6.4	-2.8	.0	6.3	13.1	19.3
Fuel oil ¹	-.8	-.3	-2.8	-3.7	-2.0	2.9	8.2	15.6
Energy services	-.3	.9	.7	-.5	-.2	-.1	-.2	2.2
Electricity	-.1	.6	.3	-.6	.4	.0	.0	1.7
Utility (piped) gas service	-.8	2.2	1.9	-.2	-2.3	-.5	-.8	3.8
All items less food and energy	-.1	.1	.1	.1	.1	.2	.1	1.7
Commodities less food and energy	-.3	-.2	-.3	-.1	-.1	-.1	-.2	-1.0
New vehicles	-.3	-.2	-.2	-.3	-.5	.0	-.4	-1.0
Used cars and trucks	-.9	-.5	-.2	-.7	-.5	-.2	-.2	-3.7
Apparel	-.7	-.3	-.8	-.1	.3	.1	-.1	-.2
Medical care commodities	.2	-.8	.4	.7	1.0	-.1	-.8	1.0
Services less energy services	-.1	.1	.2	.2	.2	.4	.2	2.6
Shelter	.1	-.3	.2	.2	.1	.5	.3	3.2
Transportation services	.4	-.2	-.3	-.2	.2	.4	.3	3.9
Medical care services	.1	.0	-.1	.3	.3	.2	.1	1.7

¹ Not seasonally adjusted.

A copy of the complete news release is available here: <https://www.bls.gov/news.release/pdf/cpi.pdf>

Personnel Cost Projections: Only the Department of Public Works Collective Bargaining Agreement has been negotiated for FY19. Cost of Living Adjustments for those employees will increase 2% in FY19. Negotiations with the Police Department are pending ratification by members and approval by City Council. The Fire Department Collective Bargaining Agreement expires on June 30, 2018.

City-wide this means an approximate increase in wages excluding overtime of \$130,000. With overtime, the cost rises to an anticipated \$150,000 however this an estimate and subject to numerous factors, including weather.

The increase in wages also increases wage-based employer costs such as Social Security, Medicare, retirement contributions and workers compensation insurance. While no formal notice has been received (the VMERS Board does not meet until later this year) I do anticipate an increase in the employer contribution rate for FY19. For budget purposes, I am using a 0.25% increase for VMERS and a 5% increase in workers compensation premiums. These additional costs contribute another \$50,000 to wage related costs bringing the total wage related increase for the General Fund to \$200,000.

The final 2017 BlueCross/BlueShield health insurance premiums are now finalized. The proposal is expected to be the best it has ever been with our current rates remaining flat (as compared to a 17% increase in 2016). Our current employee pool claims are down dramatically and employees are utilizing preventative screening programs, obtaining routine exams and avoiding in-patient hospital

care. The continued development of the employee wellness program is also giving employees access to biometric screenings, flu shots, chair massages, acupuncture, weight loss classes, recreational activities and more. The average “book of business” increase for BC/BS customers for 2018 is 7%. The flat rate increase for 2018 coupled with a small shift in the demographics of the current employee group (family vs. single plans) results in a slight decrease in overall health insurance costs for 2019 based on factors known at this time.

CVPSA

Continues to evolve, the FY19 budget projection maintains the current funding level of \$47,000 for FY19.

Supplies and Fuel Costs

Supply costs continue to show modest increases while fuel prices are up approximately 20% this year (due primarily to hurricane related issues). Our energy consultant does expect prices to remain stable at current levels through 2019 but the global market can become volatile. We will continue to monitor trends over the coming months.

Other Energy Costs

The City continues to make progress toward our NetZero goal. Energy consumption and trends will be presented separately in conjunction with the Montpelier Energy Advisory Council.

Grant Revenue

Montpelier continues to receive state and federal funds for street improvements, storm water, the transit center and the bike path projects. State grants provide the majority of funding for the City’s Community Justice Center and assist with seasonal work in the Parks Department. The Senior Center continues to receive corporate and foundation grants to support its work.

Fund Balance

The City’s Fund Balance Policy states that the City Council’s goal is to achieve a minimum unassigned fund balance equal to 15% of the budgeted General Fund expenditures.” As of June 30, 2016 the unassigned fund balance in the General Fund was \$778,492 or 6.02% of the 2017 budgeted expenditures. We are wrapping up the final audit adjustments this month and should have updates for the next meeting. The FY17 audit report will be presented in January.

Debt

The Council approved a Debt Management Policy in September 2011 which helps guide the decisions regarding borrowing in FY19 and beyond. Budgeted General Fund debt service in FY19 is 6.74% of budgeted revenues. The policy threshold is 8.2%

Community Services

The Recreation Department, Senior Center and Parks Department continue to consolidate operations, staff and resources. There have been some cost savings through elimination of redundant services but more importantly, the service to residents has improved. The future use and/or repair of the building at 55 Barre Street will continue to be a budget concern for the foreseeable future.

Community Engagement

Montpelier is very fortunate to have an actively engaged community. This is evidenced by over 28 boards and committees staffed by countless volunteers representing varying interests from natural resource conservation, to energy initiatives, or for bicycle and pedestrian safety. Each group has specific goals and balancing the distribution of resources within each will also be a budget challenge.

Budget items that historically have been “untouchable”:

Of the projected \$14.1 million in FY19 total General Fund Expenditures, the follow items have historically been “unavailable” for any budgetary changes.

CIP and Debt Service (increasing \$166,300)		\$ 2,348,996
Montpelier Development Corp		\$ 100,000
Housing Trust Fund		\$ 60,000
Community Enhancements (M.A., July 3, etc.)		\$ 33,600
Other Government, (County, RPC, GMTA)		\$ 168,612
CVPSA		\$ 47,000
Community Fund		\$ 120,000
Sprinkler Credits		\$ 66,000
Wrightsville Beach		\$ 8,814
Taylor Street mortgage		\$ 43,200
Downtown Improvement District/M.A.		\$ 59,967
Library Ballot item		\$ 330,633
		\$ 3,386,822

The Bottom Line:

Assuming a ½% increase in the Grand List and no increase in the tax rate, preliminary estimates indicate a need to raise an additional \$443,000 in revenue or find equivalent cost savings. An increase of this amount would translate into just under a 5 cent increase in the tax rate.

Budget report for City Manager and Finance Department:

CITY MANAGER William Fraser:

City Manager is responsible for day-to-day operations of the city, advising the Council on public policy, and ensuring that their policies are carried out in a professional manner.

Executive Assistant Jamie Granfield and Assistant City Manager Sue Allen report to the City Manager.

Highlights from 2018:

- Smooth transition in the hiring of new Assistant City Manager and Executive Assistant.
- Hosted City Council Retreat.
- Helped Council established an extensive, ambitious calendar of goal initiatives; tracked progress
- Made substantial progress on the 1 Taylor Street project; secured P&S on Mowatt property, preparing for Spring groundbreaking on project.
- Worked with Council and others to expand housing options at 1 Taylor, the French Block, 250 Main, Barre Street, and elsewhere.
- Worked with Council and others to spearhead the Caledonia Spirits projects.
- Coordinated TIF review.
- Secured easements on Heney, Jacobs and Bashara properties for downtown projects.

Plans for 2019:

- Continue to keep pressure on projects including 1 Taylor Street, Caledonia Spirits, housing and other economic development.
- Track and ensure progress on Council goals.
- Focus on policy consistency, staff accuracy and performance tracking.
- Conduct a Citizen Survey.
- Improve audio system in the Memorial Room/Council Chambers.

Contribution to major Council Goals:

- Balanced budget, approved by voters
- New housing
- Developed high performance organization
- Implemented Community Services Plan
- Implemented Project Safe Catch
- Assisted in adoption of zoning and Master Plan
- Finalize Mowatt real estate transaction

Potential opportunities and challenges:

- TIF presents development opportunities for the downtown and growth center.
- Conversations regarding Sabins Pasture and “The Pit” have taken on a more focused tone, although it’s not clear if that will continue.
- 1 Taylor project is now on a fast track, and will most likely prompt additional development in the downtown.
- The City continues to face infrastructure challenges, as seen in the delayed Northfield Street work.
- State demands for stormwater improvements – costly – continue.
- Managing the Berlin Pond drinking water source also continues.

FINANCE DEPARTMENT

Finance Director Todd Provencher

The Finance Department ensures that all resources of the City of Montpelier are managed and accounted for in an effective and efficient manner, that all financial records are presented in a timely, accurate and meaningful format and that all staff members work toward continuous improvement and professional service.

Todd's staff includes Payroll and Benefits Manager Tanya Chambers, Senior Accountant Ruth Dockter, Staff Accountant Heather Graves, Accounting Clerk Peggy Bolduc, Treasurer Charlotte Hoyt and Technology Support Specialist Seth Wood.

Highlights from 2017/2018 for Finance:

- Finance found strong, new leadership under Todd Provencher as Finance Director.
- Tanya Chambers brought oversight to personnel; tightened payroll and benefit processes.
- Made progress cleaning up the quarterly water/sewer bill process making it more efficient, with a faster turn-around of bill processing.
- Revise the delinquent tax collecting procedure.
- After losing a staff person through last year's budget process and struggling to meet timelines, Finance has hired a new staff accountant and things are now getting back on track.
- Following the retirement of our lead IT employee, we contracted with The Tech Group for our IT services.
- After public outreach, we had an increase of 200 accounts set up for automatic withdrawal of tax and utility payments. This saves staff time and allows staff to focus on other tasks.

Highlights from HR and Payroll:

- Implementation of new Time Sheet tracking to provide Department Heads with more efficient approval methods and employees with accurate leave time availability to prevent over usage.
- Leave time usage is now imported into the payroll system to eliminate potential for errors during manual entries.
- Personnel files have been reviewed and culled of any personal health information (PHI).
- New appointment of Employer Designated Provider for Worker's Compensation Injuries.
- DPW Safety Committee Administrative Support and Administrator of VLCT's PACIF On-line University.
- Enhanced procedures for new hire on-boarding.
- Developed and implemented a new FMLA tracking method.
- Membership obtained with the Society for Human Resource Management (SHRM) and Think HR.
- Active participation in VLCT's Municipal HR Membership to include quarterly HR-related sessions, webinars and workshops.

Contributions to major Council Goals:

- Adopt budget within resources available
- Keep tax rates and user fees sustainable
- Develop a high performing organization
- Build HR capacity
- Emphasize employee wellness
- Seek efficiencies

Plans for 2019:

- Tighten and improve warrant process to make it more efficient.
- Continue the improvements implemented by the new director and payroll/benefits supervisor.

Potential opportunities and challenges:

- We expect our senior accountant to retire. This will result in an increase in the audit fee, as our auditors will be doing more of the leg work.
- We will need to hire a new Finance staff person.

Department of Public Works
Director Tom McArdle

The Department provides essential services that sustain infrastructure, establish safe living and working conditions, and contribute to a high quality of life for our citizens. Public Works is the largest of the City's Departments with eight divisions.

2018 Construction Season Projects (FY18 & 19)

- Completion of Class One Paving – Northfield Street, railroad crossing reconstruction (Main & Taylor Streets)
- Bike Paths Extensions (2): Winooski East & Winooski West
- Taylor Street Reconstruction
- Northfield Street Utilities & Reconstruction (phase 2)
- WRRF plant aging infrastructure & waste to energy
- Cummings Street Bridge Reconstruction
- Storm water system upgrades & replacements
- FY19 Paving Program (5 Streets), Complete Harrison Ave (top course) & Swimming Pool driveway
- Water Main reconstruction (Lague Dr, East State, Main St)
- Sewer Main Lining (streets to be determined)
- Montpelier in Motion (Sidewalks, crosswalk enhancements)
- Complete Speed Limit Studies: Berlin St & upper Main St
- Manage 14 active grants (storm water
- Caledonia Spirits development support projects (water line relocation, railroad crossing, sewer main extension)
- sidewalk extension at Recreation Field (Poolside Drive to Ballfield Drive)

Projects Completed 2017 Construction Season (FY17 & 18): Total Expenditure approximately \$ 3,225,000 (CIP, Grants & Other Funds not including Class One Paving Project, Buildings, or Treatment Facilities)

- 1.1 Miles of Residential & Class 2 Streets Paved
- 4.9 miles of Class 1 Streets Paved
- 0.53 Miles of Asphalt Sidewalk Reconstruction (incl 520' resurface)
 - 500' long sidewalk extension on Towne Hill Road
- 0.77 Miles of Concrete Sidewalk Reconstruction
- 69 Crosswalk Ramps Replaced for ADA Compliance (DPW: 14, Class One Paving Project: 55)
 - 6 Tree Planting Pits & new grate / guard hardware – downtown
- State House lawn drainage connections
- Harrison Ave & Whittier St Reconstruction (including 500 ft Sewer Main & 1,100 ft of water main replaced)
 - Northfield Street Reconstruction (Phase 1)
 - One stormwater & debris management system constructed (Rte 302)
 - 1 Retaining Wall Constructed
 - 3 Bridge Maintenance Projects Completed
 - 3.4 miles New Bike Lanes
 - Elm Street / Spring Street 4-way stop control



Upcoming Challenges:

- Roads General Permit (Storm water): complete all recommended / required work
- Bond Vote for WRRF upgrade & waste to energy project (Project Development)
- Infrastructure Bond Vote: Water & Sewer Mains
- New Waste Water Discharge permit & CSO Rules – deadline for development of Long Term Control Plan (LTCP) and minimum controls
- Managing 14 Grants: storm water (6 + 2 more proposed), structures (1), roadway (1), transportation – bike & ped (5), CSO (1)
- Economic & Housing Development Support: Infrastructure assessment & design
- Continue in-house construction (utilities) and fulfilling all routine maintenance needs
- Net Zero- LED street lights (City owned)
- Complete Streets Implementation (on going)
- Support wayfinding sign plan: project management, long term care & maintenance.
- Finalize ice jam management strategy
- Supporting One Taylor Street development & coordinating planned street reconstruction (secure easement)
- Resolution of new Waste Water Discharge permit appeal
- Fully Integrate Asset Management
- Complete pavement condition index update and sidewalk inventory with condition ratings
- Resolve Barre Street / Main Street Intersection Design (re: bike path & new RR crossing)

Upcoming Needs:

- Engineering staff (1 FTE) to support existing & proposed work load including new mandates, & in-house design; grants & project management; storm water quality, resilience & permit reporting; CSO elimination; economic development; water sewer master plan; bridges.
- Ordinance revisions (2); roof top disconnections & grease trap management
- Facilities / Operations Manager for District Heat Operations to restore Assistant Director / City Engineer to primary responsibilities (0.25 FTE)
- Enhanced or reallocated funding for all storm water initiatives (CIP)
- Enhanced funding for bridge maintenance (general fund)
- Additional funding for bike path extension project (see current estimate)

Council Goals document future priorities – what is carrying forward from this year's Council goals?

B) Energy Efficiency Improvements

B) Maintain Excellent Services - high quality oriented department

C) Water source protection plan: implement intake isolation zone, funding for future enhanced treatment if needed

C) CSO Elimination - long term control plan

D) Facilitate Housing- policy on infrastructure support

E) Montpelier in Motion – master plan implementation

F) Improve downtown infrastructure - Paving and sidewalks projects and Way Finding plan

G) Steady state infrastructure- Street & Utilities

G) Facilities & Ground Maintenance

H) Storm water plan implementation

City Council Goals related to DPW:

Goal A: Keep Montpelier affordable for all residents

- Continue to maintain infrastructure within the adopted budget

- Keep user fees sustainable for Water/Sewer/ District Heat payers

Goal B: Maintain excellent services

- Fully integrate asset management (Beehive)
- Seek opportunities for efficiencies-(NetZero, FOG – waste to energy, buildings energy audit)

Goal C: Maintain a safe community

- Compliance with New CSO Rules
- Updated Water Source Protection Plan – implement isolation zone control

Goal D: Create and maintain healthy environment for housing & economic growth

- Working with planning & manager's office to develop infrastructure support plan

Goal E: Maintain a healthy community for people

- Continue to implement Montpelier in Motion

Goal F: Maintain a vibrant downtown

- Continue to maintain downtown amenities (benches, bike parking, planters)
- Support Montpelier Alive Initiatives (Wayfinding signs, etc)

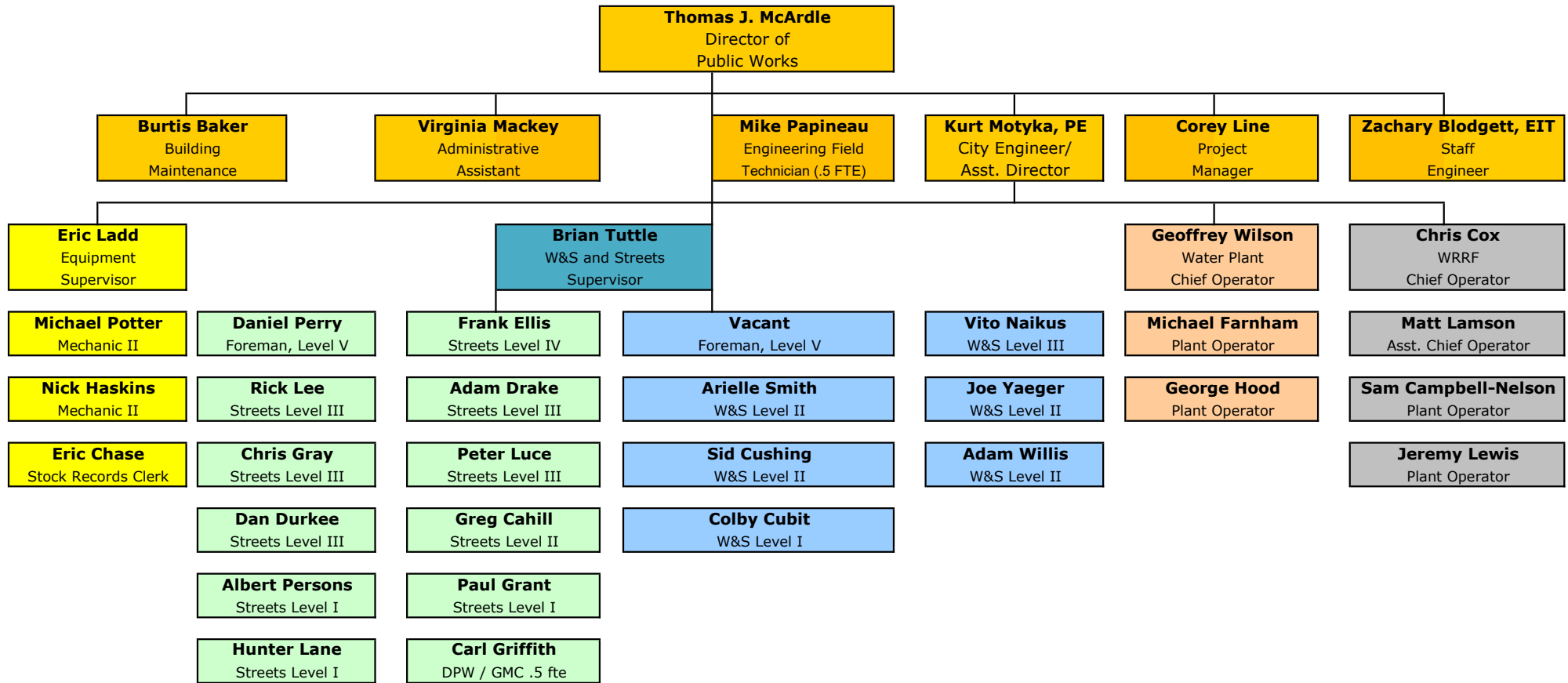
Goal G: Achieve a steady state for infrastructure maintenance and improvements, facilities, and equipment

- Completed 2017 CIP Projects (70 PCI achieved)
- Maintain bike & pedestrian facilities (Montpelier in Motion)
- Continue water/sewer master plan projects
- Taylor Street reconstruction
- Begin construction of bike path projects

Goal H: Maintain a clean and healthy natural environment

- Secure grants and complete design / construction of Storm Water Master Plan projects
- Maintain high quality wastewater effluent
- Continue work toward CSO elimination

**CITY OF MONTPELIER
DEPARTMENT of PUBLIC WORKS
as of November 7, 2017**



NOTES: Administration, Streets, and Equipment are funded through the General Fund (10).
 Water and Water Treatment Plant are funded through the Water Fund (11).
 Sewer, Stormwater Treatment and Wastewater Treatment Plant are funded through the Sewer Fund (12)
 District Heat is funded through the District Heat Fund (50)
 All Divisions' projects and equipment purchases are funded through the CIP (30).

Fire and Emergency Services

Fire Chief Robert Gowans

The mission of the Montpelier Fire and Emergency Service Department is the preservation of life, health, property and the environment for its residents and businesses at a reasonable and acceptable cost. We value the faith and trust of the community and will continually work to deserve that confidence through our conduct and accomplishments.

Budget Summary:

FY17 Budget	\$1,926,041.00
Fy18 Budget	\$ 1,992,306.00

Budget allows us to maintain staffing levels, training, equipment and vehicle maintenance, and continue to build a successful paramedic program within budget expectations.

Ambulance Revenue:

FY17 Call charges	\$335,002.00
FY17 Contracts	\$110,000.00
FY18 Budgeted	\$375,00.00
FY18 Contracts	\$114,134.00

Budget Challenges:

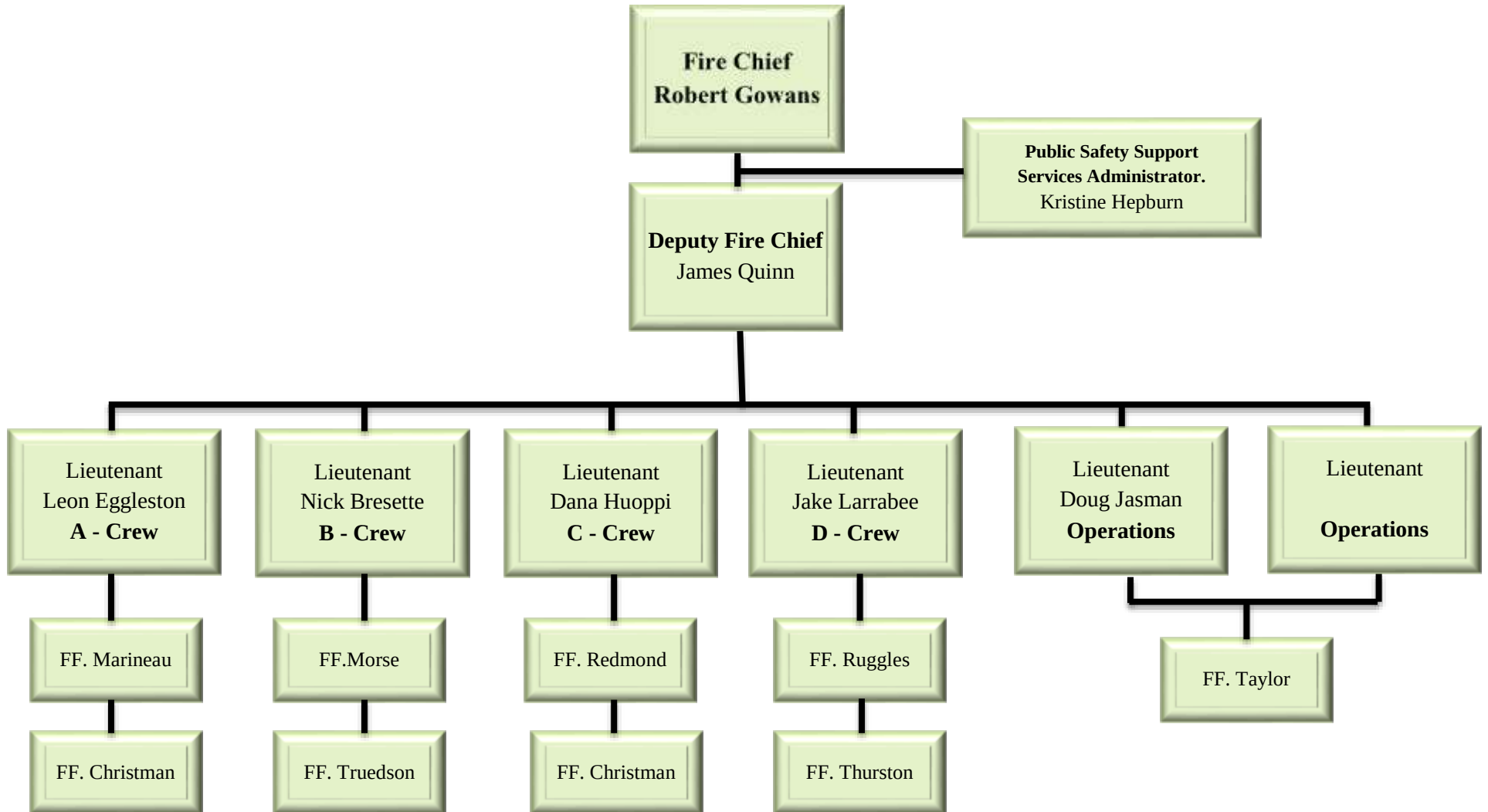
- Continue to build Paramedic program.
- Meeting training needs including state and federal recertification requirements.
- Replacement of aging equipment.
- Maintaining an aging fleet of vehicles.

On Going Activities:

- Continue to evaluate ambulance revenue including town contracts.
- Paramedics have developed an in house training and recertification program.
- Working with HR manager to update job descriptions and employee evaluation system.
- Two current FireFighters attending paramedic training.
- Implemented physical fitness plan, and continue job related injury awareness.
- On going updates to city's Continuity of Operations Plan.
- Working with sprinkler committee to review and update sprinkler ordinance.
- Participating in the Central Vt. Public Safety Authority.
- Developing a plan for needle disposal boxes. Boxes have been purchased and are getting installed.

Emerging Issues:

- Tower Truck replacement, the truck will be 20 years old in 2018. The assistance to firefighter grant program has recently adjusted their funding formulas and will only consider funding vehicles that are at least 25 years old.
- Preparing for, and responding to weather related events. Meeting with emergency managers around the state reviewing current plans. FEMA this week called this summer and fall weather the *New Normal*.



Emergency Management

FY19 Update

Fire Chief Robert Gowans

It shall be the mission of the Montpelier Emergency Management Department to protect the city, its residents, and businesses through a combination of an appropriate level of preparedness, early notification, and quick response to threats both natural and manmade.

FY17 Budget \$6500.00

FY18 Budget \$6000.00

All funding is for annual river gauge monitoring.

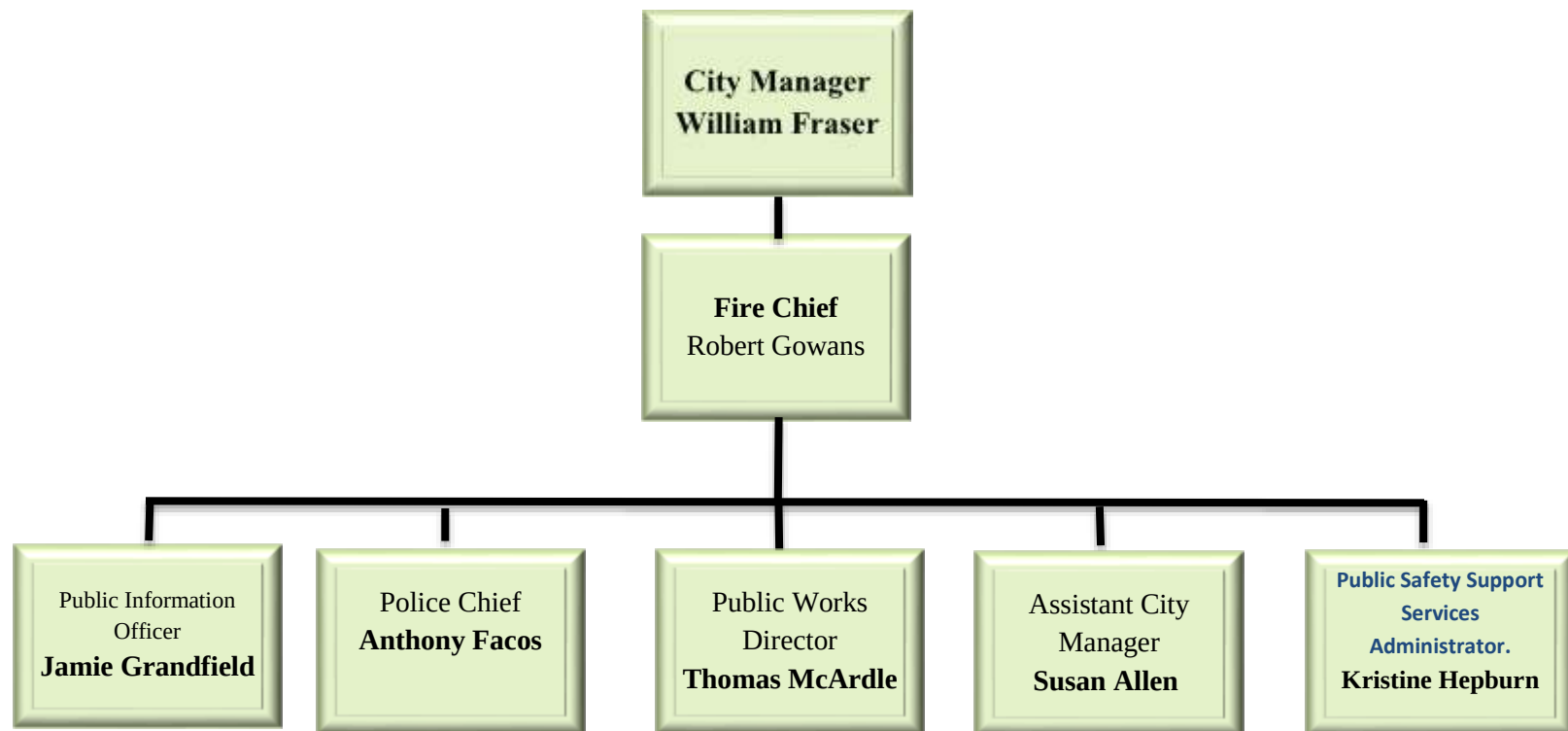
An operational change at the USGS, in particular how river gauge information is displayed in real time fashion and released to the public has resulted in a cost increase. The USGS has agreed to a gradual increase over three years for the City of Montpelier.

FY19 \$8,800.00

FY20 \$11,200.00

FY21 \$13,600.00

Myself and the USGS are currently in negotiations with Vermont Emergency Management to have VEM assume responsibility for funding the Langdon St gauge under a federal grant program. This would reduce our cost by 50%. VEM is considering this request for next year.



Montpelier Police Department
Chief Anthony Facos

The Montpelier Police Department is devoted to providing professional and quality police services, and will strive to remain effective, efficient, and responsive to the changing needs of our community while providing a safe environment that enhances the quality of life in Montpelier.



Budget Summary

- **FY 17**
 - Police (including SRO) \$1,960,633
 - Communications \$ 652,540
 - Parking \$ 679,906
 - **Total** **\$3,293,079**
- **FY 18**
 - Police (including SRO) \$2,048,395
 - Communications \$ 690,697
 - Parking \$ 683,238
 - **Total** **\$3,422,330**

How well are we doing?

- Evaluation of MPD's efforts comes from many sources: performance measures, data from RMS, outside agency and prosecutorial feedback, feedback from citizens, feedback from peer agencies
- Overall crime is down almost 4% from last year
- Agency performance and capability is high, despite limited resources

What are we doing?

- Control crime: prevention, investigation, intelligence, problem solving, patrol (safe roads), community engagement, public safety education, emergency management, safe schools
- Work closely with VTDTF and regional and federal partners to be more effective with reducing drug related crime
- Project Safe Catch
- Application of President's Taskforce Report on 21st Century Policing
- Provide emergency dispatch for 18 communities
- Enforce parking regulations and maintain the parking infrastructure
Maintenance of approximately 425 parking meters and 6 ticket kiosks in the City
- Support city events such as July 3rd, bike and running races, All Species Day, Farmers' Markets, etc.

Performance Measures

- MPD officers handle more than 9,900 calls/incidents annually (more than 300 from the previous year with one less officer since June 2017)
- Dispatch handles over 12,000 calls which include police, fire and EMS calls
- Patrol conducted 2,456 traffic stops/traffic (45 DUI arrests)
- Below is a snapshot of some of other stats:
- 481 accidents
- More than 25 parades and non-permitted protests
- 298 public records requests
- 3-5 Facebook posts per week
- Conducted over 350 documented foot patrols and bike patrols
- Responded to 120 specific mental health calls
- Several community engagement activities including "Coffee with a Cop"
- 7 untimely death investigations



Budget Successes/Challenges

Successes

- Effective partnerships with WCMH, Justice for All, VTDTE, ATF, FBI, VSP, BCPD
- Montpelier recognized as "Best State Capital to Live" 2015 (smartasset.com) and "Safest Capital City 2016" (wallethub.com)
- Project Safe Catch remains cost neutral for MPD
- Maintained required and advanced training
- MPD continues to be a leader on mental health response
- MPD is a participant in the Washington County SIU

Challenges

- Impact of drug related crime a problem (the cost of addiction: roughly \$35,000 to \$70,000 annually to support a 5 to 10 bag a day habit in Central Vermont)
- Need for facilities management
- Police increased reliance on IT support
- Need a second detective
- Keeping-up with certification requirements, unfunded training mandates, anticipation of legislative issues that impact policing in Vermont
- Response preparation for, and prevention of mass killing incidents

Emerging Issues

- Unprecedented conflict between technology and the Constitution (absolute privacy issues) remains and is getting worse (dark web, encrypted communications apps etc.)
- Recruiting and retention of quality officers
- Competing budgetary interests with non-core government functions
- Increase demand on police resources due to societal issues from mental illness to drug addiction
- Mass killing events and terrorism—both domestic and international
- Continue to look towards the future of effective public safety: Regionalization
- Preparing current staff for a more culturally diverse future: Importance of understanding issues of bias and policing
- Officer safety concerns: fentanyl exposure, mental health, officer assaults,
- Addressing the public's expectation of near perfection with the realities of contemporary policing

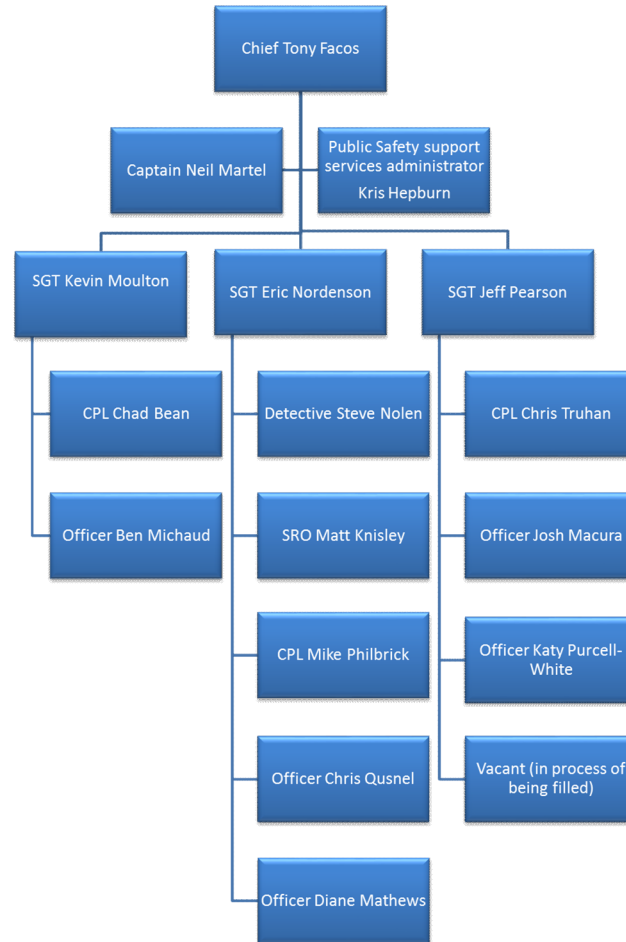
Emerging Issues

- City Council goals that MPD will carryover into FY19:
 - Continuation of 21st Century Policing (6 pillars: trust and transparency, community policing, effective training and accountability, proper use of technology and data, crime reduction, and officer wellness)
 - Project Safe Catch—MPD will continue to address the opiate and crack cocaine problems through this police assisted addiction recovery initiative by partnering with our medical partners (CVSAS, WCMH, CVMC—ED), prevention (CVNDC), and enforcement (understanding this crisis is national level health problem with significant crime related issues)
 - Recognize the tax impact on residents given MPD is responsible for the safety and security of over 20,000 people
 - Need to be prepared for civil disobedience and other large group activities that continue to challenge the resources of MPD

Note Worthy Events

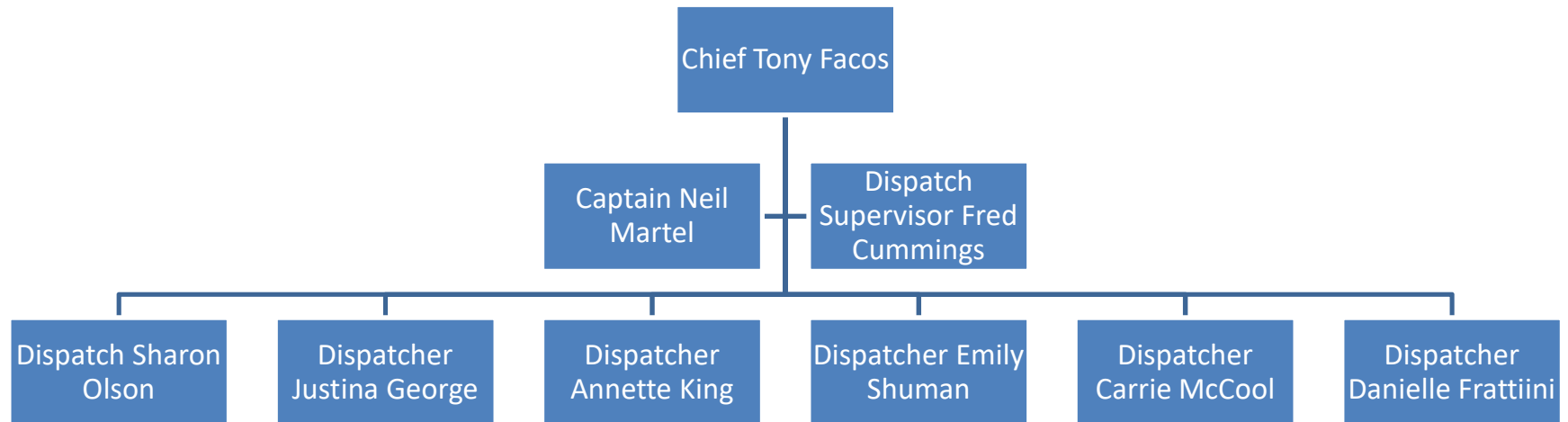
- Project Safe Catch was the first police assisted addiction recovery program of its type in Vermont. (Early data suggests significant decreases in burglary and robbery are linked to PSC)
- Identification and arrest of murder suspect in the killing of Marcus Austin (VSP became lead agency, supported by MPD, ATF, Washington County State's Attorney's Office, and US Marshals Service)
- MPDs handling and response to numerous protests, marches, and parades. Most notably the woman's march with approx. 25,000+ participants.

Organizational Chart Police



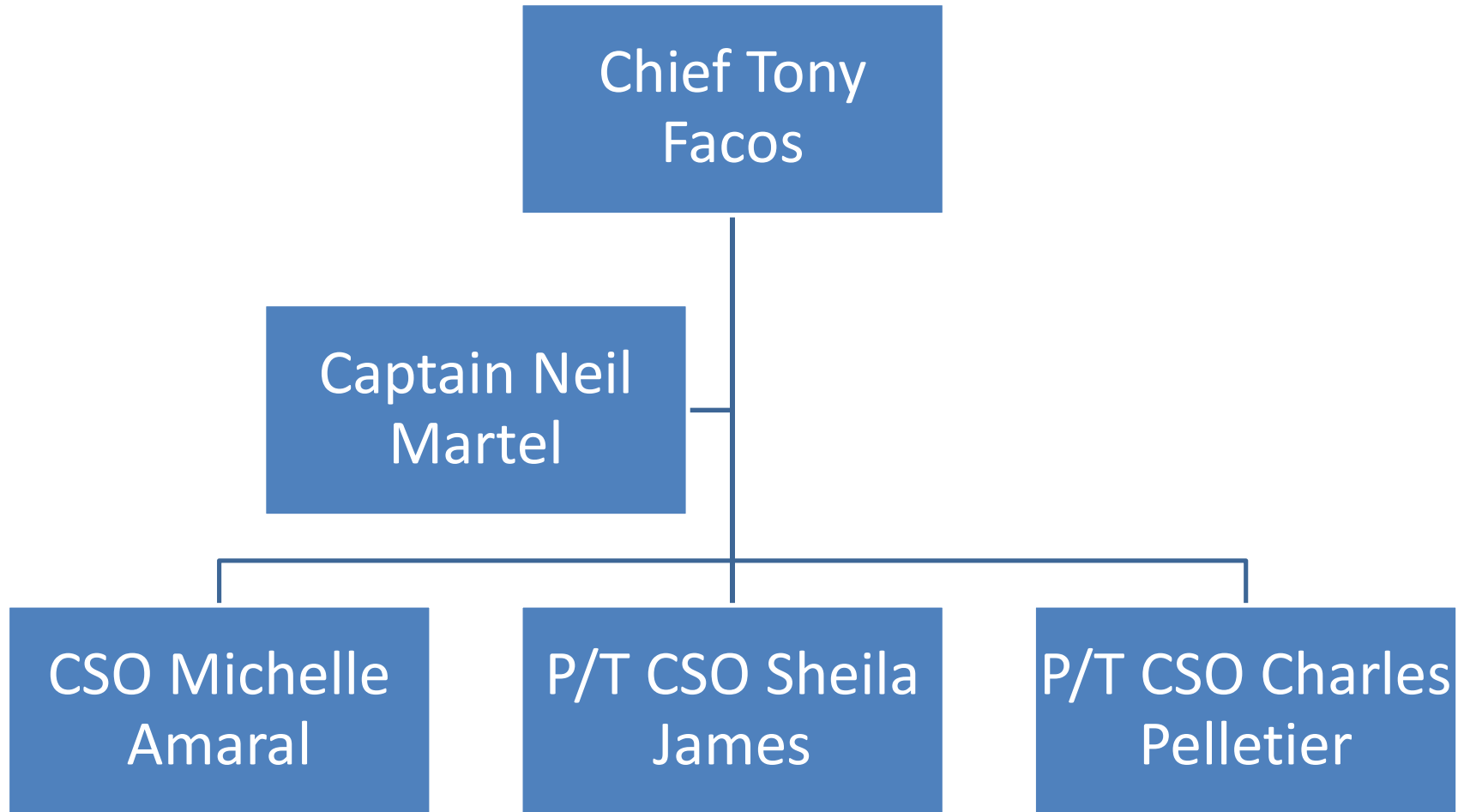
Organizational Chart

MPD Dispatch



Organizational Chart

Parking Division



Planning & Community Development and Building and Health Department
Planning and Community Development Director Michael Miller

Planning facilitates the creation and preservation of a healthy, safe, sustainable, and high quality living environment through the management of an effective and on-going planning and implementation process.

Org chart included.

Highlights from FY18:

- Completed zoning and river hazard area regulations update process with City Council and warned for adoption
- Updated Master Plan information and warned for readoption
- Continued work on Complete Streets Master Plan
- Installed new parking meters- 400+ Smart Meters & 10 sensed meters installed in Downtown Montpelier . Planning staff negotiated a deal for the smart meters at no cost – a \$200k value
- Awarded a Vtrans Small Projects Grant for Flashing Beacons , prepared and submitted by Rebecca Harris AmeriCorps VISTA volunteer \$18,000
- The City was awarded \$510,000 in CDBG funding to assist Downstreet Housing on the French Block Project
- Continued work on the NEA Our Town grant which funded the Montpelier ArtSynergy Public Art Master Plan process that is underway. Draft report will be presented to council in March of 2018
- Continued to improve interdepartmental coordination. Planning staff now administer DPW permits such as curb cut permits so the city is closer to having a “one stop” location for permits.
- Increased staff time of ZA from 0.6 to 0.8 and eliminated the last Vista position.
- Removal of the Brown Derby restaurant through enforcement of the public nuisance ordinance.
- Completed \$850,000 CDBG Grant to assist in the reconstruction of the 1 Taylor Street Retaining Wall and Soil remediation
- Fees for zoning were increased last year resulting in increases in revenue to \$30,000 which is 10,000 over budget.

Contribution to Council goals

- supported efforts to adopt and implement zoning;
- assisted in implementing the EDSP;
- supported French Block redevelopment;
- actively worked with developers interested in Sabins Pasture;
- completed a housing strategic plan;
- developed a parking strategy;
- continued work on the Arts master plan

Key issues, opportunities and/or challenges:

- Transitioning to the new zoning will be critical and will take time. New forms, decision templates, and guidance documents will need to be developed in addition to learning the nuances of the new rules.

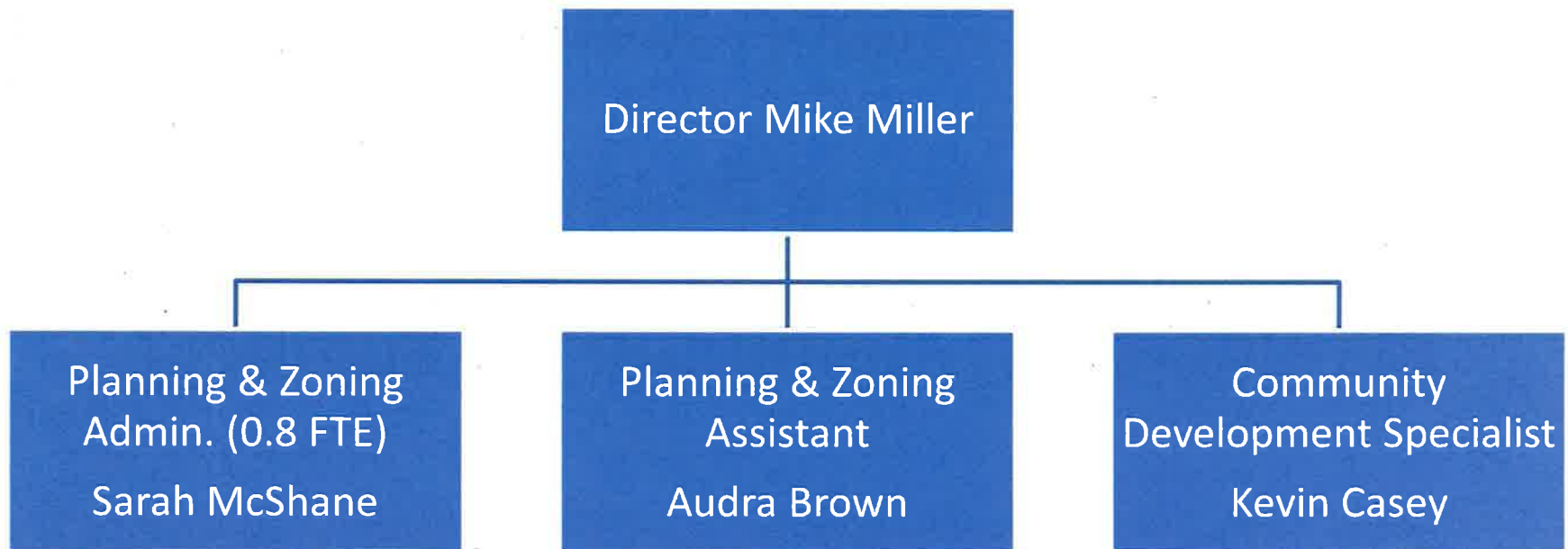
- Building Inspector workload. The Building inspector has for the past few years been issuing more permits than his predecessor and now has added responsibilities for public nuisance and junk cars. We have or anticipate a huge increase in workload next year due to Caledonia Spirits, One Taylor Street, French block and other very big projects. He will need help to keep up with work load so we anticipate adding staff to accommodate.
- Guidance on the next set of projects. With a number of projects moving into implementation (Taylor Street, One Taylor Street, French Block, Caledonia Spirits, etc.) we need to determine what the next initiatives will be. What ribbon cuttings do we want to go to in 2020 and 2021? We need direction now so we can start planning for them.

FY19 priorities and budget implications:

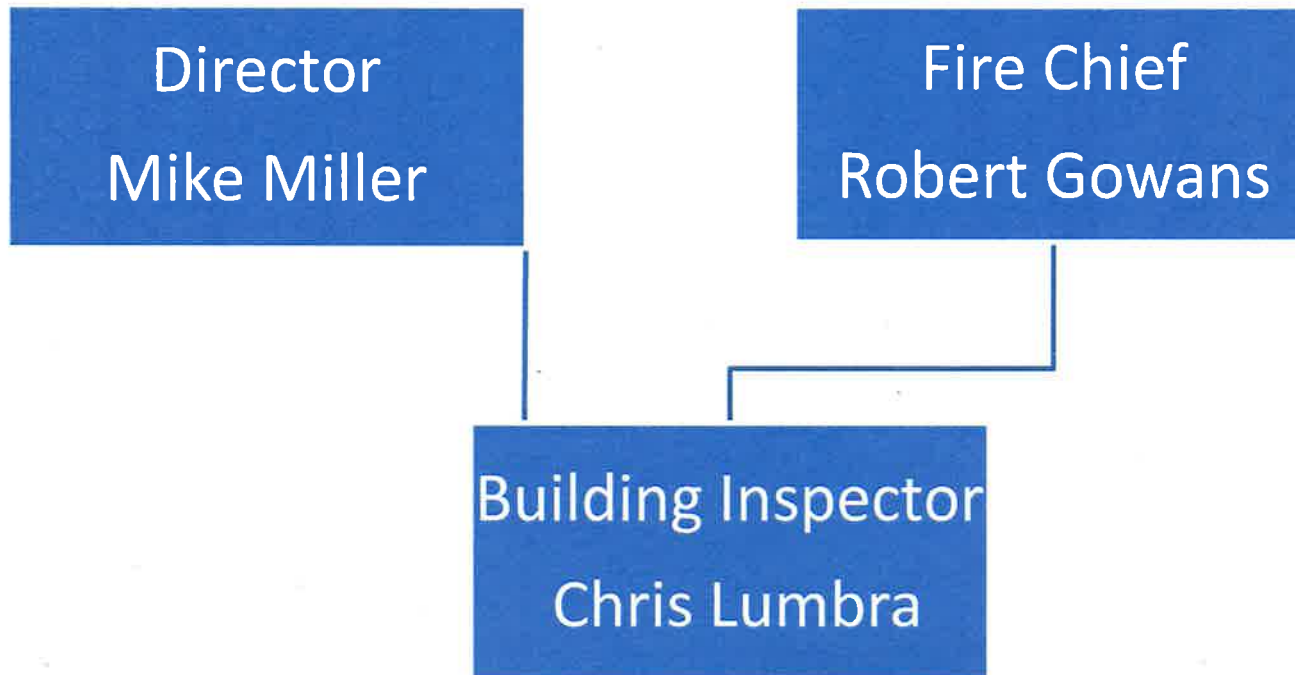
- Planning & Community Development should be only need to increase to accommodate personnel costs.
- Building Department will likely need to add staff to cover the increased work load for the next year. It is anticipated that the entire cost of the new person could be covered with the increased fees collected.

Organizational Chart

Planning & Community Development



Organizational Chart Building & Health



Community Services Department Budget Briefing to Montpelier City Council
Parks Department Director Geoff Beyer
Recreation Department Director Arne McMullen
Senior Center Director Janna Clar

Community Services Department provides for the health and wellbeing of Montpelier residents and visitors by offering cultural, recreational, social, and outdoor opportunities for all people of all ages.

Department Overview with Org Chart included

Highlights from FY18:

- Community Services: Transition to Integrated Community Services Department with increased collaboration, efficiencies, and shifts in staff roles
- Community Services: On-boarding of Americorps VISTA Resource Development member allowing for creation of volunteer management system and fundraising support.
- Community Services: Growth in overall programming and fundraising to meet demand for service

Parks & Trees:

- Establishment of new summer festival (HOWL) and new bandstand in Hubbard Park
- Highest attendance ever at Enchanted Forest
- Significant fall storm damage clean-up
- Most volunteer hours ever recorded

Recreation:

- Summer camp growth
- 55 Barre Street Feasibility Study and necessary repairs

MSAC:

- FEAST senior nutrition program management transition
- National Institute for Senior Center accreditation process
- Strategic planning

Contribution to Council goals

- a. Affordability
 - i. Continue to seek efficiencies and savings
- b. Public Safety
 - i. Continue all efforts to educate the public and curb drug abuse in our community, including expanding Project Safe Catch
 - ii. Integrate support programs throughout city government
 - iii. Identify cooling and warming centers for extreme temperature conditions
- c. Quality of Life
 - i. Develop a Healthy and Welcoming Community
 - ii. Accessible Programs

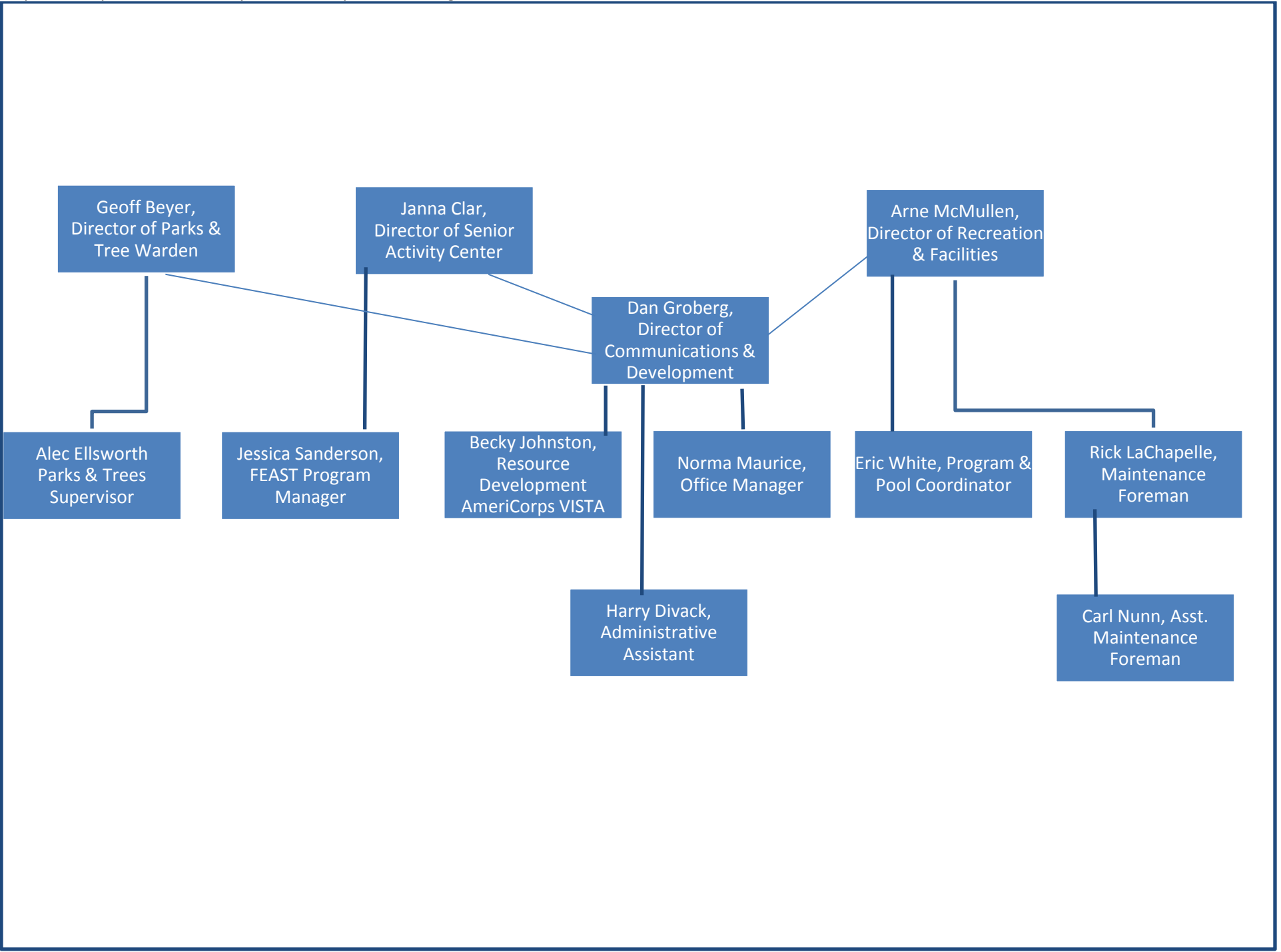
- iii. Promote open space
- iv. Address dog concerns in a balanced manner
- d. Infrastructure
 - i. Determine future of Rec Center / Community Center possibilities

Key issues, opportunities and/or challenges coming down the pike:

- Fundraising need has increased significantly, plus potential capital campaign for new facility on the horizon
- Increased demand for services has led to strain on staff and facility
- Regionalization of customers and locations of programs
- Community Center and future of 55 Barre Street
- Possibility for new park lands, addressing dog concerns, and exploring more multi-use trails in our park network.
- Developing a closer partnership with MHS.

FY19 priorities:

- Focus on ensuring adequate facilities to meet community recreational needs, including possibility of new Community/Recreation Center project.
- Continue to meet demand for high-quality, affordable programs promoting community health & wellness, recreation, socialization, learning and quality of life (potential for increase in staff resources).
- Continue to enhance Community Services integration.



Montpelier Community Justice Center

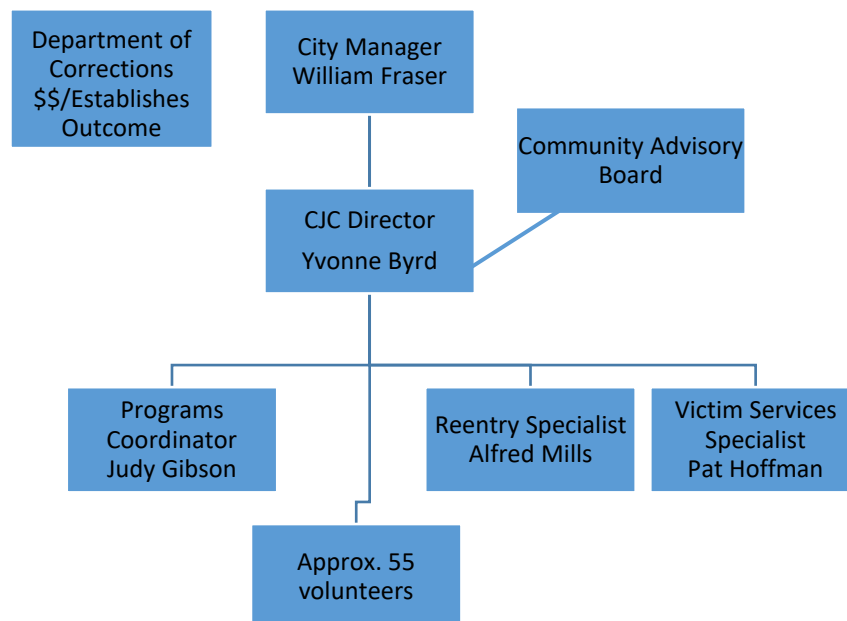
Director Yvonne Byrd

The Community Justice promotes the well-being of the community through application of restorative principles and practices – proactively and reactively to mitigate effects of conflict and crime

Service Areas

- Victim Outreach
- Conflict Assistance
- Restorative Justice
- COSAs for Reentry
- Classes, Workshops and Forums
- Support to other City departments & schools

Organization Chart



Highlights from FY18

- Increased number of police referrals for restorative justice response to low level crime, with a successful completion rate of over 90%.
- Continued increasing number of volunteers, and thus, direct community involvement in supporting better outcomes for people affected by and those responsible for crime

- Began supporting a newly formed group of Washington County educators, organized by Montpelier Public Schools staff person, to promote the growth of restorative practices in schools
- Received grant to replicate MCJC's Parenting with Respect class
- Began training City employees in conflict management skills that enhance customer service
- Facilitated well-attended public forum on racial justice
- Community Advisory Board completed new five-year strategic plan

Contribution to Council goals

- Keep Montpelier affordable-> maintain or increase grant funding
- Maintain high performance-> Evaluations show high performance
- Public Safety-> will help organize and facilitate a public forum on drug addiction issues
- Use Restorative Justice ->embedded in daily operations; worked with others to incorporate RJ process for resolving dog ordinance violations
- Strengthen high performing organization – provide training to fellow employees in conflict management

Key issues, opportunities and/or challenges

- Working with schools to further develop use of restorative practices
- Recent legislation mandates an increase in the practice of diverting cases from prosecution, but failed to name CJC restorative justice programs as an option. This requires a legislative fix.
- MCJC will be hosting/facilitating a domestic violence accountability group

FY19 priorities

- Strong priority to maintain sufficient grant funding so that CJC is budget neutral



CITY COUNCIL Agenda Item #17-361

Date: Nov. 13, 2017

Consent ☐ Discussion ☒

SUBJECT: Update on TIF review and contract

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Receive report and update on progress determining the feasibility of Montpelier applying for Tax Increment Financing (TIF) district approval.

RELATED COUNCIL GOAL/PRIOR ACTION: **Economic Development**, Facilitate Economic Development Opportunities, Recommendation on TIF implementation, Facilitate Housing projects, **Quality of Life**, Improve Downtown Infrastructure, Improve Parking, Provide Financial and Logistic Support for Downtown

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: <http://www.montpelier-vt.org/978/TIF-Montpelier>

On July 26, the Council approved hiring consultants White and Burke to complete a Phase 1 study to determine if the City should submit an application to the Vermont Economic Progress Council to create a tax increment finance (TIF) district. Stephanie Hainley and Gail Henderson-King from W&B held a public hearing in Montpelier, have met with local press, and worked closely with the City Manager's office to move this study forward on an aggressive timeline.

SUPPORTING DOCUMENTS: N/A

INTERESTED PARTIES: City, MBA, MDC, developers, property owners

CITY MANAGER'S APPROVAL:

See all



**Addendum to Consent Agenda
for
City Council Meeting**

November 15, 2017

- 17-352(e). Ratification of Police Union Contract for July 1, 2017 through June 30, 2020.



CITY COUNCIL Agenda Item #17-352(e)

Date: November 15, 2017

Consent X Discussion Time Sensitive

SUBJECT: Ratification of Montpelier Police Union contract for July 1, 2017 through June 30, 2020.

SUBMITTING DEPARTMENT: City Manager

RECOMMENDED ACTION: Authorize the City Manager to sign the collective bargaining agreement ratified by a majority vote of the Montpelier Police Association Fraternal Order of Police Lodge 003 members and the City of Montpelier.

RELATED COUNCIL GOAL/PRIOR ACTION: B: Good Governance

EXPENDITURE REQUIRED: Personnel Expenses

SOURCE OF FUNDS: General Fund, Parking Fund

LEGAL REQUIREMENTS: The current collective bargaining agreement with the Montpelier Police Department expired on June 30th. The City must bargain in good faith for a successor agreement.

BACKGROUND INFORMATION: City must bargain in good faith to reach a contract agreement with collective bargaining units.

SUPPORTING DOCUMENTS: City Manager's Memo, Proposed Contract

INTERESTED PARTIES: Council, PD Union

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. J. [unclear]", written over a horizontal line.



America's Small Town Capital

Mayor John Hollar

City Council Members:

Dona Bate
Ashley Hill
Rosie Krueger
Jean Olson
Justin Turcotte
Anne Watson

William Fraser,
City Manager

Sue Allen,
Assistant City Manager

MEMORANDUM

To: Mayor Hollar & City Council Members
From: William Fraser, City Manager
Re: Ratification of Police Union Contract
Date: November 13, 2017

Discussions with the Police Union went much more smoothly and collaboratively than I had originally anticipated. The process took several sessions because we had a lot of issues to work through. Additionally, the final wording e-mail exchanges dragged out over a couple of months as each of us continued to finalize language. Overall this agreement accomplished much of what both parties hoped to accomplish. I recommend that we ratify the contract. The union voted last week to ratify the agreement.

As always, the main negotiations boil down to cost of living pay adjustments (which are in addition to merit based step increases and other contract provisions). For purposes of the FY18 Budget, we included a projected 1.5% adjustment for non-department head employees.

With the Police, an equally important financial consideration was their request to move from the VMERS-C plan to VMERS-D which has better retirement benefits and makes our department much more competitive for recruiting new employees. We have previously noted the shortage of qualified police officers statewide, the importance of retaining top quality officers and the resulting hiring challenges.

VMERS-D, however, comes with an increased employer payment of 1.5% and can only be implemented on January 1 of a given year (even though we have a July 1- June 30 fiscal year). Additionally, VMERS-D is only available to police officers but not dispatchers or community service officers. Finally, long term police officers may choose to remain in VMERS C since it may be advantageous for them at this stage of

their careers.

Therefore, we needed to develop a structure which incorporated these factors, maintained competitive police wages but also respected the city's budget constraints. VMERS D will become available on January 1, 2019 (half way through FY19).

The final recommended settlement results in bifurcated wage adjustments and scales – one for employees in VMERS C and one for employees in VMERS D.

	FY18	FY19	FY20
VMERS D	2.0%	1.75%	1.5%
VMERS C	2.0%	1.75%	1.5%
		1.5% on 1/1/19	

Therefore the total three year package for D employees is 5.25% with the city adding an additional 1.5% in retirement cost halfway through FY19. Overall city cost increase 6.75% over the three years (2.25% average).

The cost totals are the same for VMERS C employees, the difference being that they will receive an additional 1.5% in pay half way through FY19. Their three total pay adjustment will be 6.75% with no additional retirement benefits. (also 2.25% average).

Because the wage and VMERS D expenses commence halfway through the fiscal year in FY19, the total budget impact is 2.25% rather than the full 3.25%. Wages were held to 1.5% in FY20 in order to absorb the full impact of these changes the following year.

I've included the full memorandum of agreement with changed areas highlighted in yellow. Other key changes include:

- Comp time accrual capped at 60 hours – reduced from 72
- Sick leave bonus capped at 100 hours – previously no cap
- Longevity bonus multiplier increased from .02 to .03
- Physical Qualifications test changed from \$600 reimbursement to \$900 bonus
- Language added to allow for ceding authority to CVPSA

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**MEMORANDUM OF AGREEMENT
BY AND BETWEEN
THE CITY OF MONTPELIER, VERMONT
~AND~
THE MONTPELIER POLICE ASSOCIATION
FRATERNAL ORDER OF POLICE, LODGE 003
THREE YEAR AGREEMENT
JULY 1, 2017-JUNE 30, 2020**

The City of Montpelier ("City") and the Montpelier Police Association, Fraternal Order of Police, Lodge 003 ("Union") hereby agree to the following additions, amendments, and deletions to the July 1, 2014-June 30, 2017 collective bargaining agreement. Unless expressly set forth herein, the existing terms and provisions of the July 1, 2014- June 30, 2017 collective bargaining agreement shall remain in full force and effect.

**ARTICLE 5.
GRIEVANCE AND ARBITRATION PROCEDURE**

Section 3. If the grievance is still unsettled, the Union, and not any individual employee(s), may request arbitration. If the parties fail to agree on an arbitrator, the arbitrator shall be selected from a panel provided by the American Arbitration Association ("AAA"), in which event the arbitration will be conducted under the rules of the AAA. The expenses for the arbitrator's services shall be shared equally by the City and the Union. The arbitrator's decision shall be final and binding on the parties. The arbitrator shall have no power to add to, subtract from, alter or modify this Agreement or any of its provisions, nor to impose any remedy or right of relief for any period of time prior to the effective date of this Agreement.

**ARTICLE 7.
HOURS OF WORK**

Section 3. Where practical and subject to the operating needs of the Department as determined by the Chief,

- (a) Employees other than dispatchers will not be scheduled to work split shifts.
- (b) A work shift will have regular starting and quitting time.
 - 0400-1400
 - 1600-0200
 - 1800-0400
 - 2200-0800 (Supervisors and Corporals)
 - 0800-1800

1 ARTICLE 8
2 OVERTIME
3

4 Section 1. Overtime work shall be paid at time and one-half the straight time hourly rate
5 determined by dividing weekly pay by forty (40). Compensatory time off may be taken in lieu of
6 overtime pay at the rate of one and one-half hours of compensatory time for each hour of
7 overtime worked, if requested by the employee and granted by the Chief in his/her sole
8 discretion. Compensatory time can be accrued up to a maximum of **60 hours**. The use of
9 compensatory time shall not be unreasonably denied. Overtime shall be computed to the next
10 quarter hour. Upon 30 days' notice, all requests for compensatory time off shall be granted.
11

12 New Section:

13 All members will be offered the opportunity to cash in any or all unused comp time, twice during
14 each calendar year (first day of May and the first day of November) payment shall be made
15 during the first pay periods of May and November. Members must notify the Finance
16 Department by April 1 or October 1 if they wish to cash in comp time the following month.
17

18 New Section:

19 The parties agree all forecasted special events, requiring additional police presence, SHALL be
20 posted at least thirty days in advance of the forecasted event(s) and shall be distributed and/or
21 assigned as defined in Article 8 of the current CBA
22

23 ARTICLE 12.
24 SICK LEAVE, WORK-RELATED
25 INJURY LEAVE, AND DISABILITY
26 INCOME INSURANCE.

27 Section 4. As an incentive program, each employee who works three consecutive work
28 schedules without using sick leave will be granted a bonus of eight hours pay. Eight hours of
29 personal leave may be granted in lieu of eight hours pay, **to a maximum of one hundred**
30 **hours**, if requested by the employee and granted by the Chief of Police in his/her sole
31 discretion. ~~The employee would then be able to again start earning the incentive upon the~~
32 ~~start of the next work schedule.~~
33

34 Should an employee not take any sick leave for thirteen consecutive work schedules an
35 additional bonus of eight hours pay. **This additional bonus may be taken as eight hours of**
36 **personal leave, in lieu of eight hours pay, if requested by the employee and granted by the**
37 **Chief of Police in his/her sole discretion.**
38

39 The use of previously accrued bonus personal leave, **once accrued**, shall not be unreasonably
40 denied. Upon thirty (30) days' notice, all requests for bonus personal leave time shall be granted.
41 Except as required by applicable law, the aforesaid bonuses shall not be considered in
42 determining base pay, wage adjustments, overtime or any other benefits under this Agreement.
43 The aforesaid bonuses shall not be cumulative
44
45

1
2 **ARTICLE 20.**
3 **COMPENSATION**

4 **Section 1.**

5 Year 1 – **2017-2018** – **Effective July 1, 2017**, all employees will receive a cost of living increase
6 of 2% as well as a step for those who are eligible. In addition, the current Full Time CSO shall be
7 compensated at 5.00% above the highest paid part-time parking enforcement employee. This
8 provision will sunset upon the separation of the current full time CSO.

9
10 Year 2 – **2018-2019** – **Effective July 1, 2018**, all employees receive a cost of living adjustment of
11 1.75 % as well as a step for those who are eligible
12 **Effective January 1, 2019 Those employees not electing/eligible to select VMERS “D” will**
13 **receive a cost of living adjustment of 1.5%**

14
15 Year 3 – **2019-2020** – **Effective July 1, 2019**, all employees receive a cost of living adjustment of
16 1.5% as well as a step for those who are eligible

17
18 **Section 2.** All employees who have reached the maximum step within their job title shall
19 receive a longevity bonus on their anniversary date based on the following:
20 2080 hours x. years of service x. **03.**

21
22 **New Section:**

23 **When employee becomes eligible for a step increase on their anniversary and said date**
24 **falls within the first week of the bi-weekly pay period, the employee will be credited at**
25 **the new rate for the entire pay period. When the anniversary date falls in the second**
26 **week of the bi-weekly pay period, the new rate will become effective at the start of the**
27 **next bi-weekly pay period.**

28
29 **ARTICLE 22. INSURANCE**

30
31 **Section 1. Hospital and Medical Insurance**

32 All eligible employees may opt to enroll in the Blue Cross Blue Shield of Vermont
33 **CDHP** Comp Blue Insurance Plan with a \$4000/\$8000 deductible, combined with a
34 Health Reimbursement Arrangement (HRA), \$3500/\$7000

- 35
36 a) Employees shall pay deductibles, co-insurance and out-of-pocket expense as provided
37 above, along with a contribution to the City’s health insurance costs. Employee health
38 insurance costs shall be paid through bi-weekly payroll deductions. The bi-weekly
39 employee share for **2017** health insurance costs are as follows: **\$21.66** for a single
40 person plan, **\$157.43** for a two person plan and **\$209.50** for family coverage. In the
41 event an employee is off payroll for any reason, the employee shall remain responsible

1 for their share of the health insurance cost.

2
3
4 If the City of Montpelier chooses to continue to provide the Blue Cross Blue Shield of
5 Vermont **CDHP** Comp Blue Insurance Plan beyond calendar year **2017**, employees
6 shall continue to be responsible for a share of the City's cost of health insurance. The
7 City's cost of health insurance includes premium and full HRA \$3500/\$7000 Plan. The
8 employee share shall be 5% for a single person plan and 20% for a two- person and
9 family plan.

10
11 c) If the City of Montpelier chooses to continue to provide the Blue Cross Blue Shield
12 of Vermont **CDHP** Comp Blue Insurance Plan beyond calendar year 2017 the City
13 of Montpelier shall utilize a portion of the annual unused claim reserves associated
14 with moving to a high deductible insurance plan with an Employer funded health
15 reimbursement arrangement, as described, to maintain the current funding level of
16 the HRA's for single, two-person and family plans and/or to offset insurance
17 premium increases in the future

18
19 d) In the event that the above described plan is not available after January 1, **2018**, the city
20 will convene the employee health insurance committee to recommend a replacement
21 plan. Any new plan recommended by the committee is subject to ratification by the
22 parties.

23 Section 6. Section 125 Plan. The City may provide a Section 125 plan in accordance
24 with all Federal and State laws. The City will contribute \$250 into the flexible spending
25 plan of participating employees.

26
27 Section 7. Medical Insurance after Retirement. Upon retirement, an employee may
28 purchase medical insurance at the group rate provided other City employees **under the**
29 **provisions of coverage afforded under the Consolidated Omnibus Budget Reconciliation**
30 **Act (COBRA).** The retiree shall be responsible for **100% of the premium and any**
31 **administration fee up to a maximum of two percent (2%).**

32 33 **ARTICLE 23** 34 **UNIFORMS** 35

36 Section 3. The City shall reimburse each regular police officer and each community
37 service officer, **upon approval of the Chief of Police**, for the cost of one (1) pair of work
38 shoes, weather protective footwear, work shoe repairs and authorized and approved
39 Police related equipment up to the total sum of Five Hundred Dollars (\$500.00) per fiscal
40 year. Reimbursement will be made within 30 days after the officer submits receipts.

41 42 **ARTICLE 24.** 43 **MISCELLANEOUS** 44

1 Section 1. Gender. Whenever the male gender is used in this Agreement, it shall be
2 construed to include all employees regardless of gender

3
4 **ARTICLE 29.**
5 **DIFFERENTIAL TIME**
6 **AND PAY.**
7

8 Section 1. Differential Pay for hours worked between 1600 hrs (4:00 PM) to 0800
9 hrs (8:00 AM).

- 10
11 (a) All union employees that work between hours of 1600 (4:00 PM) and 0000
12 (12:00 AM) will receive an additional \$0.65 per hour worked for differential.
13
14 (b) All union employees that work between the hours of 0001 hrs (12:00 AM) and
15 0800 hrs (8:00 AM) will receive an additional \$1.37 per hour worked for
16 differential. This is a combination of the \$0.65 which is earned between 1600
17 and 0000 and an additional \$0.72 for working between 0001 and 0800.
18
19 (c) These rates shall be included in regular weekly compensation for all purposes.
20
21

22 **ARTICLE 30 PENSION AND**
23 **RETIREMENT**

24 Section 1. All full time police officers hired on or after January 1, 2019 shall be members of
25 VMERS group D. Full time police officers employed as of December 31, 2018 may elect to
26 participate on Group D or remain in Group C effective January 19, 2019. Those employees
27 choosing to remain in Group C as of January 2019, shall be eligible to elect Group D in January
28 of each succeeding year. This section shall be subject to all benefits, contribution schedules and
29 regulations as established by VMERS.

30 Bargaining Unit members not eligible, or current employees who, on January 1, 2019, elect not to
31 participate in group D, will remain in group C with all related benefits, contribution schedules and
32 regulations as established by VMERS.
33

34 **ARTICLE 32.**
35 **PHYSICAL**
36 **QUALIFICATIONS TEST.**
37

38 Section 1. Physical Qualifications Test.

39 The City and the Police Department have agreed to adopt the South Carolina Criminal Justice
40 Physical Ability Test (herein after referred to as the Montpelier Police Department Physical
41 Ability Test or PAT) for the law enforcement fitness test. The testing process shall be voluntary
42 and offered two (2) separate times per year. The \$900 bonus, collectable one time per year, shall
43 be issued to all employees who pass the fitness exam as defined in the PAT Protocol.

Each officer of the Department will be given a copy of the Montpelier Police Department Physical Ability Protocol (May 2016 version).

ARTICLE 35.
DURATION OF
AGREEMENT

Section 2. Duration of Agreement. This Agreement shall be effective July 1, 2017, except as otherwise specifically stated in this Agreement. This Agreement shall expire June 30, 2020

Section 4. Ceding Authority. During the life of this agreement, the Parties agree that the City Council may vote to cede its authority as an employer over any class of employees covered by this Agreement to the Central Vermont Public Safety Authority (CVPSA). If, during the life of this agreement, the City cedes its appointing authority over any class of employees covered by this Agreement to the CVPSA the Parties agree that the provisions of this Agreement shall apply until such time as the CVPSA negotiates a new collective bargaining agreement with the representative of the employees. The parties further agree, that FOP reserves its rights to act as the sole representative for the newly consolidated bargaining unit, and such consolidation will not change, impact or diminish those rights as outlined in current contract(s) or under all applicable laws.

Section 5. Failure to Notify. Should neither party send a timely notice to modify or terminate this Agreement as provided in Section 3, this Agreement shall be considered to have been automatically renewed until **June 30, 2020**, and from year to year thereafter unless a timely notice is sent postmarked no later than November 1 of any subsequent year.

Dated at the City of Montpelier this 13th day of October-2017

Negotiating Committee

City Manager

Negotiating Committee

Police Chief

Negotiating Committee

Finance Director

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END OF DOCUMENT

DRAFT